

THE

CORRESPONDENT.

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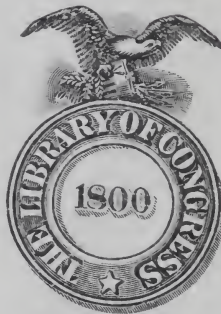
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BY

JAS. WOOD DAVIDSON, M. A.

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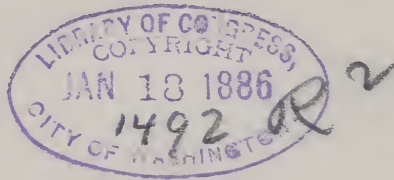
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THE
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BY
JAS. WOOD DAVIDSON, A. M.
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M. V. G. May 9-13.

INTRODUCTORY.

IN courtesy, as in common law, we of America have derived the basis of our system from Great Britain; and both the spirit and the forms of our social code—as of our jurisprudence—follow, with characteristic modifications, those of the mother-country. The modifications are in some cases important, and have grown out of the changed conditions of our people. The modifying causes are many—the influx of other peoples, especially the French and the Germans; new modes of living, new food, foreign travel, radicalism and iconoclasm, especially in schools, and speculation in finance. That is to say, changes in forms have grown out of the changed conditions. American etiquette of correspondence is essentially British, with individual features of its own; essentially British, that is to say, in contrast with both French and German.

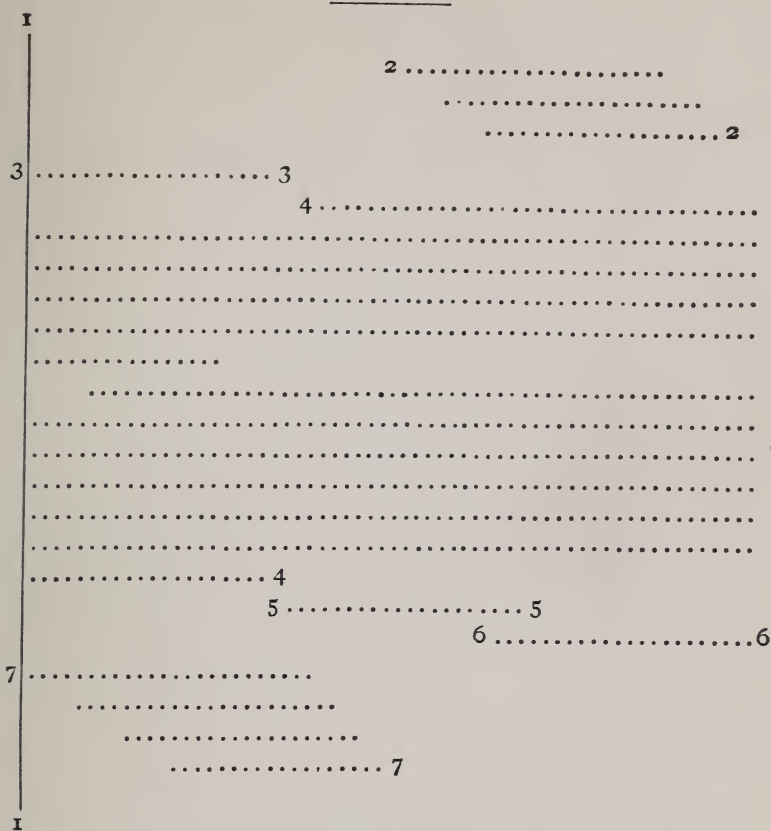
It is the aim of this little book to give, in convenient and immediately accessible form, the main points needed by the American correspondent or writer of letters. It is arranged for ready reference, under the leading words, and the information given as briefly and as clearly as possible.

The best authorities available have been consulted, and reasons carefully but briefly stated whenever practicable. Conflicts of authority—and they are not a few when doctors disagree—have been reconciled in some cases, and in others the seemingly preferable have been preferred.

In almost all the forms given—salutation, complimentary close, superscription, and the like—the ones submitted are merely illustrative examples, and upon occasion admit, and sometimes even demand, variation. In elaborate forms, especially in complimentary closes, capitalizing has not been attempted; the general rule in such case being that, after the words that need capitals on account of their personal nature, there should be no capitals used except at the beginning of the lines. There must be several of these in very long sentences, and, in such case, whatever the word is that begins a line, it should have a capital. All titles in such case are of course personal, and take capitals.

With these suggestions the manual is put into the hands of the young correspondent in the hope that he will find it useful.

LETTER PLAN.



KEY TO THE LETTER PLAN.

- 1-1. The Left Margin, about three quarters of an inch from the left margin of the full-sized letter-sheet.
- 2-2. The Date, including place and time.
- 3-3. The Salutation.
- 4-4. The Body of the Letter.
- 5-5. The Complimentary Close.
- 6-6. The Signature.
- 7-7. The Address, or Inside Address, as distinguished from the Superscription which is on the outside of the letter.

THE CORRESPONDENT.

Abbess. The address of an Abbess is Right Reverend. In Great Britain this functionary is addressed as "The Right Reverend Lady Abbess of A——" (the abbey); or "The Right Reverend Lady Abbess A——" (personal name).

Abbot. The title usually accorded an Abbot is Right Reverend; and the forms of address appropriate to a Mitred Abbot are given by courtesy to all Abbots; excepting, of course those titular degrees that belong to the Mitred Abbot.

Abbreviations. On general principles these are to be avoided as often as practicable. Some are necessary; but, in general correspondence, it is safe to say that ten times as many are used as are necessary.

In very formal correspondence all abbreviations of title, name, office, or of anything that is personal, are in bad taste; for the reasons that they suggest haste and look commercial. Mrs. Dahlgren, referring to this point in Washington, gives us this ad-

vice : " When an official title, as in the case of diplomatic functionaries, is very long, whatever portion of the prefix you give, use the entire word, and then add ' etc., etc., ' in an under line, which is supposed to include all that is claimed."

In ordinary correspondence the fixed abbreviations in titles, being always intelligible from their simpleness and frequent use, should be uniformly used. These are such as Mr., Mrs., Esq., Messrs., Dr., Col., Rev., etc., etc. The same is true also of a few of the States ; but here it is best, as often as the space permits, to write the names in full.

When numbers become the names of streets—when they become proper names, that is to say—they should never be abbreviated nor written in Arabic figures ; that is, Seventh Street should not be written " 7th St.," nor even " 7th Street " ; but both words should be written in full ; or at least only the word Street abbreviated. " Cross Roads " should never be written " X Roads." No proper name should be abbreviated ; as " Phil." for Philadelphia, " N. O." for New Orleans, " Balt." for Baltimore, " Cinn." for Cincinnati, or the like. These are not necessary, and are special favorites with the illiterate and the conceited. In the superscription of letters such forms are criminally impertinent. Worse than this is the abbreviation of less familiar proper names. If one writes " Rock. Co., Virginia," the distributing clerk has to pause long enough to recall the fact that there is no Rock Co. in Virginia—al-

though there is in other States—and to guess that the word “Rock.” is for Rockingham. All this takes time and tries patience, and is so much unnecessary labor added to an overworked official. So, also, of “Ash.” for Ashland, Ashley, Ashmore, Ashtabula, and so on; and “Green.” for Greenbrier, Greenville, Greenwood, Greenup, etc., etc.; and “Hill.” for Hillsborough; and so on to the end of the chapter. All such abbreviations are samples of rustic impertinence and ignorance combined.

Abbreviations by syncope are almost as bad as the foregoing; such as “Wmsburgh” for Williamsburgh, “Jastown” for Jamestown, “Jnotown” for Johntown, “Washton” for Washington, and so on. This flippant conceit of half-knowledge is more troublesome than downright ignorance.

When two abbreviations identical in form fall together—as in Berkeley St., St. Louis—it is best to spell the word Street out in full. The form “St.” for Saint, although in a proper name, is so invariably used that no confusion can arise from its use. Such words as Street, Saint, San, Mount, New, should generally be written out; such as North, South, East, West, Upper, Lower, Point, Port, Union, and Bay, should always be, except as elsewhere stated in the names of States or very well known places.

There are a few abbreviations by syncope in personal names that have become tolerable by long use which has made them known of all men. Of this class are Chas., Jas., Thos., Wm., and some others. The

correct form of writing these is the one here given ; that is, with no punctuation except the abbreviation period at the end. There are two other forms, both bad ; to wit, *Cha's*, having the syncopic apostrophe only, and *Cha's.*, having both the apostrophe and the period. The latter is utterly indefensible on the face of it ; and the only issue conceivable is between the period and the apostrophe. And here, while there is a somewhat classical reason for the apostrophe, there is a far stronger one against it ; and usage—the *usus* which Horace declares to be the *arbitrium et jus et norma loquendi*—gives its sanction to the period. Analogy agrees with *usus*. The stronger reason, however, against the apostrophe lies in there being other meanings to it ; such as possession and plurality. The possessive of Cha is Cha's ; and the plural of Cha, used as a word merely, is Cha's ; just as A's, B's and C's are the plurals of A, B, and C, used as letters merely. The same principle applies in the same way to the other names mentioned—Jas., Thos., Wm., and so on.

It is important, in view of the punctuation, to keep in mind the distinction, very frequently overlooked, between an abbreviated name and a nickname. Thus, the abbreviation of Thomas is "Thos." while the most common nickname is "Tom," the former having the period of abbreviation and the latter not. From Joseph, in like manner, we have "Jos." and "Joe," abbreviation and nickname respectively ; and in this case there is a *tertium quid*

—a sort of compromise—in Jo. This is a bit of accuracy in abbreviation that has not yet received the sanction of general usage; and being useless probably never will. Most of our familiar names have both, and sometimes a plurality of both; as, William has “Wm.” and “Will.,” abbreviations; with “Bill” and “Willie” for nicknames. James has “Jas.”; with “Jemmy,” “Jimmy,” and “Jim.” John has “Jno.,” with “Johnny” and “Jack.” Edward has “Edw.” and “Ed.”; with “Ned.” Charles has “Chas.”; with “Charley.” Mary has no abbreviation, unless “May” (“Ma.”) be so regarded; but is loaded down with nicknames, ranging in absurdness from “Mamie” to “Moll” and “Polly.”

As germane to the matter of correspondence, especially to that of addresses, we give a brief

LIST.

A. A. G. Assistant Adjutant-General. This staff officer ranks in our military service as a Colonel or Major, when on the staff of a General.

A. B. *Artium Baccalaureus.* Bachelor of Arts. Some abbreviate this degree to *B. A.*

A. G. Adjutant-General. In our army this staff officer ranks as a Brigadier-General, when of the highest grade.

A. M. *Artium Magister.* Master of Arts. Sometimes *M. A.*

B. A. See *A. B.*

Bart. Baronet.

B. C. L. Bachelor of Civil Law.

Bro. Brother. The plural is Bros., not Bro's.

B. V. *Bene vale*—farewell. Also *Beata Virgo*—the Blessed Virgin.

B. V. M. *Beata Virgo Maria*—Blessed Virgin Mary.

Colo. Colorado. Better than *Col.*; in order to distinguish it easily from *Cal.*

Conn. Connecticut. Should never be abbreviated *Ct.*, for the reason that that might in hasty handwriting be confounded with *Vt.*

D. D. *Divinitatis Doctor*—Doctor of Divinity.

Dr. Doctor. The *r* should always be written on the line with the *D*, and not foisted up to the top of the line space, as the *c* in *M^c* may be.

Esq. Esquire. Formerly *Esqre.*

Exon. *Exonia.* Exeter, England.

Ga. Georgia. *Ga.* is the best abbreviation of Georgia, when one must for any reason be used. *Geo.* should never be used, that form being appropriated for George.

Inst. Instant—the present month, the month of writing.

K. G. Knight of the Garter.

Kt. Knight.

K. T. Knight Templar. In Scotland, Knight of the Thistle.

Ky. Kentucky. Better than *Ken.*, for the reason that *Ken.* might be mistaken for *Kan.*

LL. B. *Legum Baccalaureus*—Bachelor of Laws.

Doubling the L indicates plurality ; as MM. means *Messieurs*, and *pp.* pages.

LL. D. *Legum Doctor*. See *LL. B.*

M. A. See *A. M.*

Mo. Missouri. This abbreviation is exceptional, and almost absurd. The most common abbreviation of a State is the first part of the word ; as, *Ala.*, *Conn.*, *Miss.*, *Mass.*, etc. Another is the first and last letters ; as, *La.*, *Pa.*, *Me.*, *Ga.*, etc. But *Mo.* is a third and unique form ; but long and uniform usage has made it intelligible, and hence it is best to keep it. *Mis.* would be confoundable with *Miss.* ; and *Mi.* with *Me.*

M. C. Member of Congress. Master of Ceremonies. Master Commandant.

M. D. *Medicinæ Doctor*—Doctor of Medicine.

Md. Maryland. When the M is written with an enlarged small *m*, as is fashionable among copy-book masters, the *Md.* looks sometimes very like *Ind.* This using of an enlarged small *m* instead of the long-established M—the same vice applies to N, P, S, W, and occasionally to others—is a clumsy expedient of ignorance to hide itself. The original user, not being sure whether a word should begin with a capital or not, dodges the responsibility by writing a small letter larger than usual ; and the copy-book masters have perpetuated the clumsy equivocation.

Messrs. *Messieurs*—Gentlemen,

Mme. *Madame*—Madam. The plural is *Mmes.* for *Mesdames*.

Mr. Mister. See *Mister*.

Nebr. Nebraska. Best form; as *Neb.* might be mistaken for *Nev.*, Nevada.

N. J. New Jersey. These initials are too much like N. Y., N. H., N. C., and so on, to make it at all times safe to use them for the State. Better, in cases where space is limited, write it "N. Jersey."

No. *Numero*—Number. *Num.* is for *Numbers*, the book in the Bible.

N. Y. New York. This should never be abbreviated, except to avoid repetition and where the post-office is very well known; as, "100 Broadway, New York, N. Y.," "Brooklyn, N. Y.," etc.

O. S. B. Ordinis Sancti Benedicti—Order of Saint Benedict—the Benedictines. For other abbreviations of this character, see *Orders, Religious*.

Pa. Pennsylvania. This is better than *Penn.* for the reason that the latter is too much like *Tenn.*

Ph. B. Philosophiæ Baccalaureus—Bachelor of Philosophy.

Ph. D. Philosophiæ Doctor—Doctor of Philosophy.

P. P. C. Pour prendre congé—To take leave—to say good-by. See *T. T. L.*

Q. C. Queen's Council, or Counsel. Queen's College.

R. S. V. P. Répondez s'il vous plaît—Reply, if you please; or, *Réponse, s'il vous plaît*—A reply, if you please.

St. Saint. *Street.* When the two fall together—as in “Seventh St., St. Louis”—it is best to write the word street in full.

S. T. D. Sanctæ Theologiæ Doctor—Doctor of Sacred Theology—Doctor of Divinity. See *D. D.*

S. T. P. Sanctæ Theologiæ Professor—Professor of Sacred Theology—Professor of Theology.

T. T. L. To take leave. See *P. P. C.*

Ult. Ultimo (mense)—Last month—the month just past, or preceding the time of writing.

Address. This is sometimes called the *Inside Address*, in order to distinguish it from the *Supercription* or *Outside Address*. They are in all essentials the same. This Address—embracing title, name, and place—all complete—both in personal and business correspondence, as a rule, should be put at the *end* of the letter—below the signature, and on the right-hand margin—rather than at the beginning of the letter, between the date and the salutation. Much business, and perhaps the greater part of commercial, correspondence, and a great deal that is official, puts it at the beginning. But even in these fields—where forms are sometimes the outgrowth rather of confident ignorance than of culture—the stronger reasons are on the side of putting the Address where it is properly put in the correspondence of educated people, as above indicated. It is, however, an open question to-day that must settle itself by usage; and the individual is free to do as he prefers.

1. A gentleman's Address ordinarily should be something like this :

A—— B——, Esq.,
Halifax,
Marion Co.,
Ohio.

2. When the post-office is a city, it is generally desirable, and where there are letter-carriers employed it is necessary, to give the number and the street ; and when a city is large enough to employ carriers, it is hardly ever, if ever, necessary to give the county ; as—

A—— B——, Esq.,
123 Fifth Avenue,
New York,
N. Y.

In cases of this kind it is entirely unnecessary to write "No." before the figures giving the number ; as it is in this case to write "City" after "New York."

3. In cities, again, in business correspondence, it is sometimes desirable, in order to facilitate delivery, to give the part of the house ; as—

A—— B——, Esq.,
Room 10,
470 Tremont St.,
Boston,
Mass.

4. Some streets contain the idea in the name, so that it is not necessary to add "St." to it ; as—

A—— B——, Esq.,
 567 Broadway,
 New York,
 N. Y.

Here "way" conveys the idea of street.

5. It would be absurd to give all the points of an Address at the same time, in such cases as this :

A—— B——, Esq.,
 Room 18,
 28 Fulton St.,
 New York,
 New York Co.,
 New York.

It is the custom in England to put a comma between the number of a street and the name of it; as—"46, Oxford St." This is proper, but it has not been adopted in America to any extent. Every reason and all analogy are in favor of it; and it should be adopted.

See *Place* and *Date*.

Adjutant. In the United States Army an Adjutant ranks as a First Lieutenant. In some military organizations the Adjutant's rank is that of Captain; and in such case he is addressed accordingly. See *Captain*. Salutation: "Sir" or "Adjutant," the former preferred generally. Complimentary close: "I beg to remain, yours respectfully," or something equivalent to it. Superscription: "Lieutenant A—— B——, Adjutant 15th Regiment U. S. Infantry," etc. This is American usage. Formerly it was

quite common to write, "A—— B——, Esq., Adjutant 15th Regiment, U. S. Infantry," etc.

Admiral. The first officer in the United States Navy corresponds in rank to the General in the Army. He commands the fleets of the United States. Salutation: "Sir"; and this is used in every grade of office in the Navy. Complimentary close: "I have the honor to be, sir, your obedient servant." Superscription: "To Admiral A—— B——, Commanding the Fleets of the United States," etc.; "To Admiral A—— B——, Commanding United States Navy," etc.; or, more simple and equally respectful, "To the Admiral of the Navy of the United States," etc.

This, from the *Navy Regulations*, bears upon the matter in hand: "Line officers in the Navy, down to and including Commander, will be addressed by their proper title; below the rank of Commander, either by the title of their grade, or *Mr.* Officers of the Marine Corps above the rank of First Lieutenant will be addressed by their military title, brevet or lineal; of and below that rank, by their title of *Mr.* Officers not of the line will be addressed by their titles, or as *Mr.* or *Dr.*, as the case may be."

Officers of the Navy take rank in the following order: Admiral, Vice-Admiral, Rear-Admiral, Commodore, Captain, Commander, Lieutenant-Commander, Lieutenant, Master, Ensign.

Alderman. Salutation: "Sir." Complimentary close: "I beg to remain, your obedient servant,"

or, "I have the honor to be, sir, your obedient servant." Superscription: "To Mr. Alderman B——," etc. As an individual the Alderman is addressed as above—the same forms as a Sheriff—see *Sheriff*. As a body, Aldermen are Honorable. See *Mayor*.

Ambassador. We should accord to all Foreign Ambassadors very scrupulous titular respect. They are entitled to it at home, and we should be liberal in giving it to them here. All are entitled to Excellency. The salutation may be, "Sir," "Your Excellency"; and, if the individual is a Lord at home, "My Lord," or such title as will fit his home rank. Complimentary close: "I have the honor to be, Sir, your Excellency's obedient servant," etc., etc. The superscription—dependent on home rank, of course: "To the Marquis of A——, Envoy Extraordinary and Minister Plenipotentiary from H. M. the King of A——," or "To the Honorable A—— B——, Minister Resident," etc.

By British usage the wives of Ambassadors are entitled to Excellency in both complimentary close and in superscription.

Resident Ministers rank with Ambassadors and Plenipotentiaries. An Envoy merely is second rank or class, and a *Chargé d'Affaires* third. Ministers and Ambassadors are permanent functionaries.

Our own Ministers abroad are accorded our best terms of respect. Salutation: "Sir" or "Your Excellency." Complimentary close: "I have the honor to be, Sir, your obedient servant," or "I have the

honor to be your Excellency's most obedient servant." Superscription: "To His Excellency A—— B——, Envoy Extraordinary and Minister Plenipotentiary at the Court of A——," etc.

Apostolic Prothonotary. See *Prelate*.

Archbishop. The Anglican Archbishop is addressed in salutation as "My Lord," "My Lord Archbishop," or "May it please your Grace." Complimentary close: "I have the honor to be, with the highest respect, My Lord Archbishop, your Grace's most obedient servant." Superscription: "To His Grace the Lord Archbishop of A——," or "To the Most Reverend Father in God A——, Lord Archbishop of B——."

The Roman Catholic salutation for their Archbishop is "Most Reverend and Respected Sir"; or, from a friend or clergyman, "Most Reverend and Dear Sir." Complimentary close: "I have the honor to be, Most Reverend Sir [or, to correspond to the salutation], your obedient servant." Superscription: "To the Most Reverend Archbishop A——," or "To the Most Reverend A—— B——, Archbishop of C——."

Archdeacon. In the Roman Catholic Church this dignity is addressed, in salutation, as "Venerable Father," "Venerable Sir," and sometimes "Reverend Sir." Complimentary close: "I have the honor to be, Venerable Father, your most obedient servant." Superscription: "Venerable A—— B——, Archdeacon of C——," etc.

The Archdeacon seems to be in titular rank between Right Reverend and Very Reverend, and not essentially different from the latter. He is inferior in rank to a Patriarch, an Archbishop, a Bishop, an Abbot, and a Prelate. The only Archdeacon we have had in the United States was the late Archdeacon McCarron, of New York.

Associate Justice. See *Judge*.

Attorney. In America the salutation of an Attorney—as of all kinds of lawyers—is “Sir” or “Dear Sir”; the complimentary close, that usual for gentlemen; and the superscription title always Esquire. See *Esquire*.

Attorney-General of a State. This officer should be addressed the same as the Attorney-General of the United States. See *Cabinet Officer*.

Attorney-General of the United States. See *Cabinet Officer*.

Baron. The Baron takes rank with a Viscount, and his epistolary salutation is “My Lord.” Complimentary close: “I have the honor to be your Lordship’s obedient servant.” Superscription: “To the Right Honorable the Lord A——.”

Baroness. Salutation: “My Lady.” Complimentary close: “I have the honor to be your Ladyship’s obedient servant.” Superscription: “To the Right Honorable the Lady [or, the Baroness] A——.”

Baronet. Salutation: “Sir,” “Dear Sir,” “Dear Sir John,” as the case may be. Complimentary close:

"I have the honor to be, Sir [or whatever corresponds to the salutation], your obedient servant." Superscription: "To Sir John A——," etc. To this may be added in very formal letters the title, usually abbreviated, "Bart. "; but its use in ordinary letters is like that of A. M. or M. D. after a name—rather stiff. See *Sir*.

The wives of Baronets are addressed in salutation and complimentary close as ladies ordinarily are; the superscription being, "To Lady A——B——," etc.

Bishop. The Anglican Bishop is to be addressed in salutation as "My Lord," "My Lord Bishop," "May it please your Lordship," etc. Complimentary close: "I have the honor to be, my Lord [following the salutation naturally], your Lordship's most obedient servant." Superscription: "To the Right Reverend, the Lord Bishop of A——," etc.

If a Bishop is also a Privy Councilor, the superscription should be, "To the Right Honorable and Right Reverend, the Lord Bishop of A——." If a Peer, "To the Right Honorable and Right Reverend, the Baron [or what else it may be] A——, Lord Bishop of B——"; and if the son of a Peer, "To the Right Honorable and Right Reverend Lord Henry A——, Lord Bishop of B——"; or, "To the Honorable and Right Reverend, the Lord Bishop of C——."

In America Bishops of Protestant churches are addressed as Right Reverend; except those of the

Methodist Episcopal Church, who, we understand, prefer to be styled simply Reverend.

The Roman Catholic Bishop should be addressed as "Right Reverend Sir"; or, less formally, "Right Reverend and Dear Sir"; or by personal friends, "Right Reverend and Dear Bishop," but this is of the flavor of stilted intimacy. Complimentary close: "I have the honor to be [or, to remain], Right Reverend Sir, your obedient servant." Superscription: "To the Right Reverend Bishop A——"; or "To the Right Reverend A—— B——, Bishop of C——."

Board. See *President of a Board*.

Board of Education. A petition or memorial to a Board, say of Education, may begin with "Gentlemen"; or, when it is a large or important corporation, "May it please your Honorable Body." Complimentary close: "All of which is respectfully submitted." Superscription, "To the President [or Chairman, as the case may be] and Members of the Board of A—— of B——," etc. All other communications may be addressed to the President or Chairman officially; and in some instances—as in imparting information—it is in better taste to address the Secretary of the Board. Always ascertain definitely whether the head of the Board is a President or a Chairman.

Body of the Letter. This should begin one line or space below the salutation, and just where the salutation closes. The letter should begin on the first page of the four that make the usual sheet

of letter or note paper. If the body cover more than one page, and less than two, the order may be 1 and 3. If there are more than two pages, the order should be 1, 2, 3, and 4.

The matter of a letter belongs to the mind of the writer, and must come of the occasion. The manner of it belongs to the domain of rhetoric, and is outside the aim of this little book. The suggestions here tendered are for that class of persons that know what they want to write.

Brace. See *Punctuation*.

Brigadier-General. See *General*.

Brother. When this pre-title is used, as it generally is by Monks and other ecclesiastics of like order, in the signature of a letter—as, “Brother A——”—the salutation in reply may be “Sir,” “Dear Sir,” or some such form; and the complimentary close, to correspond; while the address proper and the superscription should be simply “Brother A——,” even should the party be known to be a Professor or a President of a college. He prefers “Brother” to “Professor”; and we should not question his taste nor his right.

Cabinet Officer. This official is to be addressed, in epistolary salutation, as “Sir.” Complimentary close: “I have the honor to be, Sir, respectfully your obedient servant”; or any form that conveys the same sense. Superscription: “To the Honorable the Secretary of State.” Instead of “the Secretary of State,” the forms for the other

co-ordinate officers respectively are, "the Secretary of the Treasury," "the Secretary of War," "the Secretary of the Navy," "the Secretary of the Interior," "the Postmaster-General," and "the Attorney-General." Or, with equal propriety, "To the Honorable A—— B——, Secretary of State"; and so of the rest. In general, the superscription in such cases should be directed rather to the office than to the officer; and cases may arise wherein the name of the officer is not known. The address should be made complete without the name.

Captain, Army. Salutation: "Captain," or "Sir." See *General*. The salutation in this and all similar addresses should never be abbreviated. It is an impertinence to write "Capt." for Captain. Complimentary close: "I have the honor to be, Captain [or, "Sir," following the salutation], your obedient servant." Superscription: "Captain A—— B——, Company A, Seventh Regiment, U. S. Cavalry."

Captain, Navy. The fifth officer in rank commands vessels of the second class. See *Admiral*.

Cardinal. Salutation: "Most Eminent Sir," or "Most Eminent and Reverend Sir." Complimentary close: "Of your Eminence the most obedient and humble servant," or "I have the honor to remain, Most Eminent Sir, with profound respect, your obedient and humble servant." A Catholic belonging to the Cardinal's diocese may, if he is an ecclesiastic, add, "and subject" to the complimentary close;

and if a layman, may add, "and son." Superscription: "To His Eminence Cardinal A——." In the event of a Cardinal's being an Archbishop, a Bishop, or a Patriarch, it will be competent to add that to the above; as, "To His Eminence Cardinal A——, Archbishop of A——." A Cardinal should never be addressed with such titles as D. D., or S. T. D., these being less distinctions, and being included in the greater one of Cardinal.

On the spacing of letter, see *Pope*.

Chargé d'Affaires. A third-class Minister; the second being Envoy; and the first embracing Ambassadors, Plenipotentiaries, and Resident Ministers. The titular appellative is Esquire.

Chief Justice. See *Judge* and *Vice-President*.

Clergyman. In cases where the salutation differs—as it need hardly ever differ—from that of non-professional gentlemen, it is usually "Reverend Sir." This is very common in addressing the Clergyman—priest, parson, preacher, pastor, divine, minister of the gospel, rabbi, reader, and so on. The complimentary close follows the salutation, as is usual in all cases of every degree and rank, and in the absence of all degrees and ranks. Superscription: "Reverend A—— B——," or "Reverend Mr. B——." In these cases, the abbreviated form, "Rev.," seems to be accepted generally.

In conversation the Clergyman is usually accosted, as any other gentleman should be, as "Sir." Among Irish Catholics many say to the Priest

“Your Reverence,” which is both correct and courteous; but American spirit makes it, and all such addresses, out of the question.

Colonel. Salutation: “Colonel,” or, from a civilian, “Sir.” The “Colonel” should never be abbreviated in such use. See *General*. Complimentary close: “I have the honor to be, Colonel, your obedient servant.” Superscription: “Colonel A—— B——, commanding First Cavalry, U. S. Army,” or “Colonel A—— B——, U. S. A., Fort C——,” etc.

Colon. See *Punctuation*.

Comma. See *Punctuation*.

Commander. The sixth officer in the U. S. Navy, commanding vessels of the third class. See *Admiral*.

Commissioners. See *President of a Board*.

Commodore. The fourth officer in the U. S. Navy, commanding a squadron—ships of the first class. Salutation: “Sir.” Upon this point, see *Admiral*. Complimentary close: “I have the honor to be, Sir, your obedient servant.” Superscription: “To Commodore A—— B——, commanding C—— Squadron”; or, “To Commodore A—— B——, U. S. Navy,” etc.

Commons, House of. The House as a body is to be addressed, in salutation: “May it please your Honorable House.” Superscription: “To the Honorable the Commons of the United Kingdom of Great Britain and Ireland.” All members of the

House of Commons are entitled by law to the title of Esquire. See *Esquire*.

Company, President of a. See *President of a Board*.

Congress, Member of. See *Senator, Representative*, etc.

Consul. Salutation: "Sir." Complimentary close: "I beg to remain, Sir, your obedient servant." Superscription: "To A—— B——, Esq., Consul at C——," etc.

Complimentary Close. This follows the body of the letter and immediately precedes the signature. It is the "Yours respectfully," the "Faithfully yours," etc., with which we take leave of our correspondents. The place for it is one line or space below the last line of the body of the letter. It should generally begin one space or about half an inch—on letter-paper, three quarters of an inch—farther to the right than a paragraph. As to form, the complimentary close should correspond to the salutation; and like the salutation must depend upon the relation between the two parties to a letter, and must get it and its form from that relation. "Respectfully," "Very respectfully," "Most respectfully," etc., correspond to "Sir," "Madam," etc.; and are the usual ones for formal or impersonal correspondence between individuals, both public and private. This, like the salutation, again, is to be softened, warmed, modified, and transformed, to suit the relation of the two parties. "Dear Sir" and "Dear

Madam " call for "Yours truly," "Yours sincerely," "Yours faithfully," and so on. The more familiar the salutation is, the more so should be the corresponding complimentary close. It would be incongruous if not absurd, for example, to begin a letter with "Sir" and close it with "Devotedly yours," as it would, on the other hand, to begin with "My Dear Friend" and close with "Very respectfully yours."

The ordinary complimentary close used by the officials in Washington, and indeed in formal correspondence generally, is "Yours respectfully." This in personal letters varies, warms, and fluctuates, through "Yours truly," "Yours faithfully," "Ever yours," "Yours till death," and a possible thousand or two others, all growing out of feeling or of relations. In all cases of doubt, it is safer and in all respects better to err in the direction of too much than of too little ceremony or formality in this matter.

Between firms in business, "Yours respectfully," or its equivalent in some form, is proper on all occasions; as "Gentlemen" is for a salutation.

As in the case of the salutation—wherever that may be omitted, say—the complimentary close is better dispensed with. It looks at first sight abrupt; but it is natural, and where the question of personal respect can not arise, it is useless; and this is the crucial test of all forms. End your written conversational communication—as you end your conversation—without a formal close of any kind. See *Salutation*.

Consul-General. Same as *Consul*.

Count. See *Earl*.

Countess. Salutation: "Madam," "My Lady."
Complimentary close: "I have the honor to be your Ladyship's most faithful and obedient servant." Superscription: "To the Right Honorable the Countess of A——."

County. Part of the address and of the date of letters. See *Address* and *Date*. In the case of large cities, like New York, New Orleans, Philadelphia, Chicago, and the like, it is unnecessary to give the County; and in all cases where the address is already long with room, number, street, etc., etc., it is really better to omit things not necessary; such as County, although it is required by law. It is important to give the County in all cases where there are in the same State two post-offices closely resembling each other; as Rockwell (in Pecos Co.) and Rockwall (in Rockwall Co.), Texas. The law does not permit two post-offices of precisely the same name in any State; but there are many confusing because close resemblances.

Court. A petition to a Civil Court should be addressed "Your Honors," or "May it please your Honors," or "May it please the Honorable Court." Superscription: "To the Honorable the Judges of the A—— Court."

Dash. See *Punctuation*.

Date. This includes both the *place*, which is the Address of the writer, and the *time* of writing;

as, "Clinton, Ford Co., Virginia, 12 September, 1885." The word Date is correctly used in this technical sense when we say, "Your letter dated at Clinton, Ford Co., Virginia, 12 September, 1885, has been received." For the place, see *Address*.

The Date is the beginning of a letter, and should occupy at least three lines ; sometimes four—two or three for the place and one for the time. It should begin about two inches from the top of the page, not far from the middle of the line ; and should end at or very near the right margin.

The order above given is correct as to both place and time ; and for precisely the same reason. It is the logical because the natural order ; and the one used in scientific classifications. It is important both in itself and for uniformity. The order may be reversed ; but if so, should be reversed throughout.

It is easy to see that the items of place should be in the order mentioned—the larger following the smaller, the container following the contained. No one could fail to see the absurdity of "Ford Co., Clinton, Virginia," and of "Ford Co., Virginia, Clinton," as well as of "Virginia, Clinton, Ford Co. ;" and also what annoyance and delay it would cause the distributing clerks.

Now, as to the time. It is no less absurd to write "September 12, 1885," or "September, 1885, 12," or "1885, 12 September." The same law obtains and the same rule applies. The meaning of the expression is, "This is the 12th day of the month Sep-

tember of the year 1885 " and the items should be in that order no less when the expression is abbreviated to "12 September, 1885."

Besides, when the old style and that used by the Quakers and many others of to-day—that of writing the number of the month instead of its name as well as that of the day, as in "12, 9, 1885," or yet "12/9, 1885," for the above date—are adopted, uniformity becomes indispensable; and there can be no uniformity except by adhering to a logical principle. In this matter the Quakers and all other reasoning people always do this. Without such uniformity it is simply impossible, under some circumstances, to make out what time is intended. This is the case whenever the day-number is less than thirteen—nearly half the time. Thus, "9, 12, 1885" may mean either the 12th of September or the 9th of December; and cases in law may arise in which the right to property, an alibi, legitimacy and inheritance, or even a human life, may depend upon which of the two dates is meant. A snip of a fledgling book-keeper may confidently announce that it makes no difference which order is used; but every experienced man of business or man of reflection knows that it is of importance and may be of vital importance.

It is easy to trace the origin of the absurd arrangement, as in "September 12, 1885." It comes from the day-book directly. It is a commercial convenience ignorantly pushed into correspondence.

The book-keeper puts the year at the head of his page; at the head of his date-column puts the month, and under that the day of the month—an arrangement perfectly legitimate and logical for that use. He enters the successive items of his date thus, "1885, September, 12." If taken into correspondence entire as it stands, it would be eccentric, but not in itself absurd at all. But the book-keeper that can not see above his ledger, when he turns to correspondence, begins with his day-book and ledger current date, "Sept. 12"; and, writing automatically as he has learned to do, adds (for he just there perceives the absence of a year) the year.

In his lofty contempt for the English, Napoleon called them a nation of shopkeepers. Might not some one to-day, with as much justice, call us a nation of book-keepers?

No one would think of dating a letter "Ford Co., Clinton, Virginia"; and yet it is just as reasonable as to write "September 12, 1885." This style may be said to be American; and we have heard that defense urged in its favor. It certainly is not English, although a few Englishmen use it. It is surely a beggarly patriotism that would retain a usage on the plea that it is American, when it is at the same time silly.

All letters, notes, cards, and every missive epistolary of every kind, should be dated. To omit the date is or may be an inconvenience, and is therefore a breach of propriety. In business it is sheer imper-

tinence ; and everywhere vulgar. In replying to an undated missive, especially if a business letter, it is proper to call attention to the absence of a date, in some way, so that if it were an inadvertence the writer may avoid the error next time. Business letters in reply to an undated one may very properly begin in some such way as this : "In reply to your favor without date just received—"; and to a second from the same source : "In reply to your dateless letter just received—."

Dean. In the Anglican Church the Dean is addressed, in salutation, as "My Lord," "May it please your Lordship." Complimentary close : "I have the honor to be your Lordship's most obedient servant." Superscription : "To the Very Reverend Dean of A——," or "To the Reverend Doctor B——, Dean of C——."

Chancellors are addressed in the same way.

Dear Sir. This salutation belongs to any man entitled to the titles of Mr. and Esq.; this both in Great Britain and in America. It is one degree more intimate and personal than "Sir"; and in most business correspondence in this country it takes the place of "Sir," with precisely the same meaning and scope. See *Sir*.

Degrees. Scholastic degrees—M. D., D. D., A. B., A. M., etc.—are always abbreviated in addresses. Titular addresses of high rank, however—such as President, Governor, Cardinal, General, Archbishop, etc.—should never be abbreviated in

such use. Titles below A. M. in letters and M. D. in medicine, for example, should never be given in superscriptions; and these only in exceptional cases. It is not necessary, and mainly for that reason not in good taste, for example, to address a man as "Mr. A—— B——, A. M.," nor "C—— D——, Esq., A. B." It is admissible on title-pages and catalogues perhaps to multiply titles; as John Tyndall, LL. D., F. R. S., etc. But it would be absurd to put two on his letters; and even one such is questionable.

Dentist. Very rarely will there be occasion to make any distinction between the address of a Dentist and that of an ordinary Physician. Salutation: "Sir," or "Dear Sir." Complimentary close: "I beg to remain yours respectfully." Superscription: "Dr. A—— B——"; or, more formally when it is desirable to point out his specialty, "A—— B——, D. D. S." (Doctor of Dental Surgery).

Directors. See *President of a Board*.

Divine. See *Clergyman*.

Doctor of Divinity. Salutation: "Sir." Complimentary close: "I have the honor to be, Sir, your obedient servant." Superscription: "To the Reverend Dr. A—— B——"; or, where rigid formality is demanded, "Reverend A—— B——, D. D."

Doctor of Laws. This degree is almost always joined with some office or rank, and for that reason rarely changes the style of address. If it stands alone, it is usually indicated by using Doctor, in the same way that a degree of Doctor of Medicine is.

Doctor of Medicine. See *Physician*.

Domestic Prelate. See *Prelate*.

Dowager. The widow of a nobleman is addressed by the title of her late husband, with the addition of Dowager; as, "To the Right Honorable the Dowager Countess of A——."

Duchess. Salutation: "May it please your Grace," "Your Grace," "Madam." Complimentary close: "I have the honor to be, Madam, your Grace's most faithful, obedient servant." Superscription: "To Her Grace the Duchess of A——."

Duke. Salutation: "My Lord Duke," or "May it please your Grace." Complimentary close: "I have the honor to be, my Lord Duke, your Grace's most obedient humble servant." Superscription: "To His Grace the Duke of A——," or, when holding that rank, "To His Royal Highness the Duke of York."

Correspondence with the oldest sons of Dukes, Marquesses, and Earls, has the same forms as with Earls, and with their wives as with Countesses; with the younger sons of these parties, as with Barons, and with their wives as with Baronesses, the superscription being, "To the Right Honorable Lord (or Lady) A——," as the case may be; with the daughters of Dukes, Marquesses, and Earls, as with Countesses, the superscription being, "To the Honorable Lady Isabel A——."

The Duke is the highest order of nobility, next below the Prince of Wales. The orders run thus:

Prince, Duke, Marquess, Earl, Viscount, Baron, Baronet, Knight.

Earl. This nobleman ranks below a Marquess and above a Viscount. The rank corresponds to the *Duc* in France and the *Graaf* of Germany. Salutation: "My Lord." Complimentary close: "I have the honor to be your Lordship's most obedient servant." Superscription: "To the Right Honorable the Earl of A——."

We communicate with the oldest sons of Dukes, Marquesses, and Earls, in the same manner as with Earls, and with their wives; as with Countesses; with the younger sons of Earls, and with all the sons of Viscounts and Barons, as with untitled gentlemen; the superscription, however, being, "To the Honorable A—— B——." With the wives of these younger sons in the same manner, prefixing Mrs. to the Christian name, thus: "To the Honorable Mrs. Henry A——."

For the daughters of Earls, see *Duke*.

Eminence. The title of a Cardinal in the Roman Catholic Church. See *Cardinal*.

Emperor. No English-speaking sovereign has this title or form of royalty except Queen Victoria, who is Empress of India; but this does not, we believe, in any way affect matters of correspondence. The title belongs to official and state papers, but not to letters. The forms due a King will doubtless fit an Emperor well enough for an American's use.

Envelopes. These are to-day in almost univer-

sal use; and their use is relatively recent. Our fathers frequently folded their letters so as to make the fourth page of the sheet serve for envelope; and our grandfathers always did. The same principles should guide us in selecting Envelopes as in selecting paper. The Envelope, like the paper, should be white and plain, and should correspond to the paper used as to size and quality. See *Paper*, *Superscription*, and *Wax*.

Envoy is a second-class Minister; the first embracing Ambassadors, Plenipotentiaries, and Resident Ministers. The Envoy is not resident, and his standing is derived from his other offices. In general, when he has no other official title, the Envoy should be addressed as Honorable. See *Ambassador*.

Epistle. The word is of Greek origin, and means a something sent to some one; a missive letter. It is sometimes used to indicate a stated or formal communication; as, the Epistles of St. Paul, the Epistles of Horace. See *Letter*.

Esquire. This is the proper epistolary title of all untitled gentlemen, both in England and America. The contraction is "Esq.," formerly "Esqre." The best-informed classes in the United States, so far as they recognize authority and precedent in matters of form, follow the usages of the mother-country; and whatever in the matters before us is British, or even English, is here generally accepted as correct; not as a matter of mere following, but

as the result of the best conditions to decide forms. Accordingly, in epistolary addresses, Esquire is accepted as the correct title of a gentleman that has no professional title of either courtesy or right.

Upon this point Mr. Richard Grant White, in his *Words and their Uses*, opposes this use of Esquire in this country. He gives us this sarcastic fling: "An attempt to deprive any citizen of this democratic republic of his right to be called an esquire by his friends and all his correspondents would be an outrage upon our free institutions, and perhaps treason to the natural rights of man, whatever they may be. Upon this subject I confess myself fit only to be a learner; but I have yet to discover what a man means when he addresses a letter to John Dash, Esq. (who is in no manner distinguished or distinguishable from other Dashes), except that Mr. Dash shall think he means to be polite." A Spaniard might as well exclaim against and sneer at the universal use of Don—the Latin *Dominus*, Lord—in his country. There the king is called Don Alfonso, and the beggar calls himself Don Diego (Lord Jack); and Spain is not more democratic republican than America. But it is a question of fact—an established *esse*—and not of speculative sentiment.

In all cases, in this country, even in mere business correspondence, when the status of the individual addressed is well known, it is proper to give the title of Esquire to lawyers, Dr. to physicians, Rev. to preachers, Prof. to professors, Gen. to gen-

erals, and so on. But, in addressing a man of whom we know absolutely nothing beyond his sex—and the matter of his letter reveals nothing further—it is best to use Mr. Cases of this kind often occur, especially in business correspondence ; and in all such it is safest to address the party as Mr. This, for the reason that it is less incongruous, not to say absurd, to call a clergyman, a professor, or even a lawyer plain Mister, than to call a physician or a parson Esquire. Mr., in America, is always respectable at least, and generally respectable enough. In like manner, when even the sex of the correspondent is unknown—as frequently occurs through the thoughtlessness, ignorance, or affectation of women, or the effeminacy of men—the best thing to do, though far from satisfactory, is to use Mr. ; that being much nearer Mrs. or Miss than Esq. would be. The alternative is to omit the title, for which our epistolary world is not quite ready.

It would, of course, be absurd to address, say, a valet, a boot-black, a rag-picker, or a chimney-sweep, as Esquire. Hence these and like persons—worthy as kings or Congressmen they may be, and all that, the freeman that wants votes may say—when addressed on paper must be addressed with some title ; and Mister, if the party is an adult, is the best that we have. Youths of these classes—as of all other classes, in this country that flinches at the mere mention of class—should be written to as Master. The boy that we may accost as Sam or Dick, or even

as Boy, is entitled to Master when we address him in writing. It may be un-republican and undemocratic and even un-American to insist upon speaking of classes where, legislatively speaking, there are none; but nature and society antedate and subordinate the theories of demagogues and the pulings of politicians.

In Great Britain the following persons are entitled by law to be called Esquire : 1. Officers of the Queen's Court and Household ; 2. Officers of the Army and of the Navy ; 3. Esquires of Knights of the Bath ; 4. Lords of Manors, Chiefs of Clans, and other Tenants of the Crown *in capite*—these last being Esquires by prescription ; 5. Esquires created to that rank by patent, and their eldest sons in perpetual succession ; 6. The sons of Peers, whether known in general as Lords or Honorables—that is, of Dukes, Marquesses, Earls, Viscounts, and Barons ; 7. The oldest sons of Peers' sons, and their sons, etc. ; 8. The sons of the youngest sons of Dukes and Marquesses, and their eldest sons—this excluding Earls, Viscounts, and Barons ; 9. The sons of Baronets ; 10. The oldest sons of Knights ; 11. Members of the House of Commons ; 12. Sheriffs of Counties ; 13. Bachelors of Divinity, of Law, and of Physic ; 14. Doctors of Law and of Medicine ; 15. Barristers at Law ; 16. Counselors of Law ; 17. Esquires by office, such as Justices of the Peace ; and, 18. Mayors of towns, during office.

Then by courtesy the people of Great Britain ac-

cord the title to Attorneys and Solicitors, Surgeons, Merchants, Bankers, the Landed Gentry, and to all Gentlemen living in independence.

The colloquial pre-title *Squire*, that is used wherever the word Esquire is known as a personal title, is neither slang nor an abbreviation ; but a legitimate word, fully established by use, and necessary. Esquire is an office or title ; squire is a person. It is absurd to put an apostrophe to indicate the dropping of the *e*. It is derived from Esquire, by apheresis regularly, as are, maybe, a score of words in our language. It is as incongruous to say " Esquire A——" as it would be to say " A—— B——, Squire " ; and these examples illustrate the well-defined difference between the two words. Webster is in error in making it synonymous with Esquire. It is another and a separate word.

Excellency. A title sometimes given to the President of the United States, and generally to Governors of States and Colonies, American and English, and to Foreign Ministers, as well as to American Ministers abroad—including all Plenipotentiaries and Ministers Resident. In Massachusetts and South Carolina, Excellency is or has been the legal title of the Governors.

Field-Marshal. An English officer, ranking next to the Captain-General, or the highest military officer in the kingdom. Salutation : " My Lord." Complimentary close : " I have the honor to be your Lordship's most humble servant." Superscription :

“To Field-Marshal His Grace the Duke of A——.”
See *Prince-Consort*.

Folding. If the letter consists of more than one sheet, the sheets should be arranged in order and paged carefully.

A letter-sheet should be folded from the bottom forward, bringing the lower edge near the top edge—so as to make the half-length a little shorter than the envelope—and then break the fold. Next, fold twice the other way, beginning at the left edge, folding toward the right. Measure these folds also, so as to fit the envelope. Put the letter thus folded into the envelope, the open edge outward.

When the mass of the letter is such as to need a long or dispatch envelope, the folding should be from the bottom, making a three-fold letter, the length being the width of the letter-sheet.

A note-sheet is to be folded twice, from the bottom forward, the size of the folds to be made to suit the envelope. Some years ago it was quite fashionable to fold the note-sheet first longitudinally, and then the other way; but with heavy paper this is not so neat as the first form. When the envelope used is nearly square, a single fold of the note-sheet, bottom to top and broken in the middle, is the proper fold.

Fancy shapes require fancy folds; and both are to be eschewed.

Whenever the envelope and sheet are arranged for each other, the folding should conform to the arrangement.

Foolscap, legal cap, etc.—none of which should be used for letters—should generally be folded from the bottom forward, doubled twice, and put into a dispatch envelope.

Foreign Post. See *Postal Union*.

Forwarding. The post-office regulations are that letters and postal-cards directed to a person that has removed, or is temporarily absent from his usual place of residence, will be forwarded, on his request, free of charge ; but drop-letters will not be forwarded to other post-offices except on further prepayment of an amount sufficient, with that already paid, to cover postage at two cents an ounce.

General. There are four grades of this office—General, Lieutenant-General, Major-General, and Brigadier-General. They are all entitled to the same forms of address, except that the inside address should give the specific rank of the officer. All army officers above Lieutenant should be addressed by their official titles. The salutation of a General is “General”—never abbreviated ; but civilians may, and often do, use “Sir,” and it is entirely proper for them, though there is no necessity for other than the military forms. Army officers must use military forms. Complimentary close: “I have the honor to be, General, your obedient servant.” Superscription : “General A—— B——,” etc., “General A—— B——, commanding Army of A——, etc.” The inside address—the address proper, that is—should

give the special rank ; as "Major-General A—— B——." When the officer is in command, as is usual in the army, that fact should appear in both the address and the superscription : "To General A—— B——, commanding the Department of the Gulf," etc. If the officer commands a point, the address containing the name of the place, then the word "commanding" is sufficient ; as, "To General A—— B, commanding, Fort Bridger, Utah," where the mention of the fort defines the command.

In the War Department in Washington the custom prevails, and it is a good one, of addressing the *office* rather than the officer ; thus, "To the General of the Armies of the United States," etc. ; "To the Honorable the Secretary of State," etc.

The word General comes into the titles of several other offices than those named above ; such as, Adjutant-General, Quartermaster-General, Surgeon-General, Commissary-General ; and is used beyond the military purview, as Postmaster-General, Attorney-General, Vicar-General, Surveyor-General, Consul-General, etc. See these severally.

Gentleman. In its general use the word Gentleman means any man of intelligence not in some way degraded or in disgrace ; at least, in correspondence this is an assumption that can do no great harm. A mistake in this direction—as such assumption if made practically frequently is—is in the same spirit as is that Justice whose deity, in halls of justice, is painted blind.

The word has several specific meanings, not up for discussion here; and these in Britain are more limited and less flexible than ours in America. The British rule of the present day makes all men gentlemen that are not "yeomen, tradesmen, artificers, or laborers"; and each one of these defining words has several definitions. About the close of the sixteenth century (1565-1621) John Guillim, in his "Display of Heraldry," uses this quaint language on this subject:

"In these days he is a gentleman who is commonly so taken, and whosoever studieth the laws of this realm, who studieth in the university, who professeth liberal sciences, and, to be short, who can live without manual labor, and will bear the port, charge, and countenance of a gentleman, he shall be called 'Master,' and shall be taken for a gentleman."

In those days men often had inscribed on their tombstones the word "Gent." after their names. It is, however, but a few years ago that a case before a police-court in London turned upon the meaning of this much-defined and hardly understood word.

"A person described as 'a gentleman' was charged with swearing, and he was also charged with disorderly conduct. But the charge of swearing was under a statute of George II, which enacts 'that every laborer, sailor, or soldier, profanely swearing, shall forfeit one shilling; every other per-

son under the degree of a gentleman, two shillings ; and every gentleman or person of superior rank, five shillings to the poor of the parish wherein such offense was committed.' The case was proved. 'But,' said the magistrate, 'you are not a laborer, soldier, or sailor ; and it is certain you are not a gentleman.' So he was fined two shillings, as being of the class 'every other person.' "

Governor of a Colony. This English officer is entitled to Excellency as a titular rank. Salutation : "Sir." Complimentary close : "I have the honor to be your Excellency's obedient servant." Superscription : "To His Excellency Captain A——, R. N., Governor of B——." The wives of these officials should be addressed, in the subscription, with Excellency—"To Her Excellency Lady A—— B——," as the case may be.

Governor of a State. Salutation : "Sir," or "Your Excellency." Complimentary close : "I have the honor to be, Sir, your [or, your Excellency's] obedient servant." Superscription : "To His Excellency the Governor of A——"; or, "To His Excellency B—— C——, Governor of the State of D——"; or, simply, "To His Excellency the Governor."

In the States of South Carolina and Massachusetts, Excellency has been, and we believe now is, the legal title of the Governor. In other States it is accorded by courtesy ; but the use of it is almost universal.

Holiness. The official title of the Pope. See *Pope*.

Honorable. This title is, in this country, entirely honorary or given by courtesy; and yet it is very frequently used. It is accorded to the Vice-President of the United States; to Members of Congress; to Judges, from the Chief-Justice of the Supreme Court of the United States down to the lowest grade of law judges; to Foreign Ministers and Envoys that have no title more distinguished, and to our own representatives abroad of the first and second grades; to Cabinet Officers; to State, Colonial, and Territorial Governors and Lieutenant-Governors; to Heads of Departments generally; to State Senators and to State Senates collectively; to Speakers of State Houses of Representatives and Houses of Delegates; to Mayors; and to most corporate bodies with very little discrimination. The title is often given, by what seems to be a stretch of this very elastic courtesy, to Assistant Secretaries, Comptrollers of the Treasury, Auditors, Clerks of the Senate and of the House, etc., etc., etc. All civil officers below the ranks complimented with Honorable are addressed, in the absence of official titles, as Esquire.

House of Representatives. See *Representative*.

Inclosure. Inclosures in letters that are to go by post are, in certain important respects, matter for legislation. The weight added by the inclosure is

to be paid for at letter rates ; but there are a good many things that, in all countries, the laws do not allow to go into the mails in any form. The postal laws of the United States classify things as *mailable* and *unmailable*. For the former of these, see *Mailable Matter*, and, for the latter, see *Unmailable Matter*.

Indorsements. Much of business correspondence takes, or may readily take, the form of indorsements. The form of these, in the third person, is essentially different from that of the letter. The indorsement should begin with the date, and the complimentary close is put at the beginning, instead of at the end ; that is, the “ Respectfully submitted ” or “ Respectfully forwarded ” or “ Respectfully returned ” with which an indorsement should begin, obviates the necessity of any complimentary close. The usual form is, “ Respectfully referred to A—— for —— ” ; closed with the mere signature.

Formal military and civil official indorsements are prescribed in the official regulations, and are beyond the scope of this book. In those, the utmost exactness of detail—the folding, the dating, the order and sequence of authority, etc.—is observed ; and all these matters are given fully in the official manuals, general orders, etc. Each office is supplied with these as a part of its regular equipment.

Ink. This, for letters, should be black. Black ink on white paper presents the best contrast, and for that reason is the most legible ; and to be read is the final cause of all writing. Hence the reasonable-

ness of meeting these conditions as nearly as practicable. Diseased eyes may need soothing colors in papers and inks; but that belongs to a treatise on hygiene. Colored inks are in questionable taste in proportion to their glaringness, and take place in the category of fancy papers and flashy ornaments and markings. Good black ink is easily obtainable in all civilized countries. Colored ink, especially crimson, is necessary in all book-keeping, but should be restricted to that use.

Inside Address. See *Address*.

Judge. The Chief-Justice of the Supreme Court of the United States is to be addressed as "Sir," "Mr. Chief-Justice," "May it please your Honor"; and, on the bench, "May it please the Honorable Court." Complimentary close: "I have the honor to be your Honor's most obedient servant." Superscription: "To the Honorable A—— B——, Chief-Justice of the Supreme Court of the United States"; or, briefer and just as well, if not better, "To the Honorable the Chief-Justice of the Supreme Court, Washington, D. C."

Associate Justices are entitled to the same salutation and complimentary close. The superscription: "To the Honorable A—— B——, Justice of the Supreme Court of the United States," etc.

The State Supreme Courts, both in the Chief-Justices and the Associate Justices, usually receive the same forms as the above, *mutatis mutandis*.

All judges, below the grades above specified, are

addressed as Honorable, whether in the circuit, city, or county courts.

For British Judges, see *Lord Chancellor* and others in place. But in general they conform to the same titular usage.

Junior. This is the Latin *junior*, younger; and is always abbreviated, as a post-title in correspondence, to *Jr.* or *Jun.* Formally *Jun.* was universal, and now *Jr.* is almost so. Its place is immediately after the name and separated from it by a comma; as "A—— B——, Jr., Esq." It never displaces nor supersedes any other title, but goes with all. It denotes the younger of two persons—usually father and son—that have the same name. The older is designated Senior. See *Senior*. Junior should always begin with a capital, as should its correlative, Senior.

Justice. See *Judge*.

Justice of the Peace. Salutation: "Sir." Complimentary close: "Respectfully, your obedient servant." Superscription: "A—— B——, Esq."

King. The salutation to this functionary is "Sir" or "Sire," "May it please your Majesty," "Most Gracious Sovereign." The complimentary close: "I have the honor to be, Sire, your Majesty's most faithful servant." The superscription: "To the King's Most Excellent [or Gracious] Majesty." See *Sir*.

Knight. Salutation, complimentary close, and superscription, the same as those of a *Baronet*, which

see. The wives of Knights, the same as those of Baronets also. See *Sir*.

Ladies of the Sacred Heart. The usual address of members of this order in the United States is "Madame."

Lady. In Great Britain this title "is prefixed to the name of any woman whose husband is of rank not lower than Knight, or whose father was a nobleman not lower than an Earl." Among English-speaking people generally the word Lady has two well-known meanings or uses—the one above stated, and that formerly given the word gentlewoman, the correlative of gentleman. When gentleman came into use, the feminine of it was gentlewoman; but that feminine was gradually replaced with Lady, as we have the word now in this country. Half-informed persons are disposed to insist that Lady is the synonym of woman; and the noble word woman, with this class of born plebeians, is almost a reproach. This is rank snobbery; but, fortunately, the class is not large. Interesting shades of these meanings appear in this incident of comparatively recent occurrence:

"When men were debating as to the proposal to confer the title of empress on Queen Victoria, a public meeting was held in a great English city for the discussion of the question. Some proposed 'Sovereign Lady of India' as a more becoming title. To this one speaker objected. He was a barrister by calling, and in ecclesiastical matters a zealous church-

man. He might, therefore, be expected to know both his law-books and his prayer-book. Yet he opposed the style of 'sovereign lady,' on the ground that, when there was a king, he would have to be called 'sovereign gentleman.' His hearers, wiser than himself, shouted, 'Sovereign lord!' But the man of law remained unconvinced; 'sovereign gentleman' was the one masculine of 'sovereign lady,' and 'sovereign gentleman of India' was a style that would never do."

Lawyer. In America lawyers of all grades are entitled, by the courtesy that confers all such honors, to the address title of Esquire; the salutation being "Sir" or "Dear Sir"; and the complimentary close corresponding to the same. In England all Barristers at Law, Bachelors of Law, Counselors of Law, and Doctors of Law, have a legal right to the title of Esquire, both in superscription or address, and in legal designation; and so have sheriffs of counties. See *Esquire*.

Legislator. A State Senator is entitled, by universal consent, to the title of Honorable; as also is the Speaker of the House. The members of the House are also sometimes so addressed and spoken of; but the best usage accords them only Esquire. See *Legislature*.

Legislature. A Legislature may be approached epistolarily in petition, memorial, and similar papers, usually by several signers. Salutation: "The undersigned respectfully represent that—"; or "The

petition of A—— B—— [or of the undersigned] hereby sheweth." Complimentary close, when there are several signers: "And your petitioners, as in duty bound, will ever pray," etc.; followed by the signatures. Superscription: "To the Honorable the Senate and House of Representatives of the Commonwealth of A——." See *Legislator*.

Letter. The word is here used in the sense of epistle—a letter sent or to be sent, a letter missive. The essential parts of a letter are :

1. The Date ;
2. The Salutation ;
3. The Body ;
4. The Complimentary Close ;
5. The Signature ;
6. The Address ; and,
7. The Superscription.

The incidental parts are :

8. The Postscript, with its continuations or iterations, Paulo-Postscript, Post-Paulo-Postscript, and so on ;

9. The Nota Bene ;
10. The Inclosure ;
11. The Stamp ; and,
12. The Return Directions.

See each of these parts in place.

Lieutenant, Army. Salutation: "Sir." Complimentary close: "I beg to remain, yours respectfully," "Respectfully yours," etc. In regard to the superscription due a Lieutenant, usage varies very

much. It was once a discourtesy to address him as "Lieutenant," and "Mr." prevailed. In England Esquire is the legal title, and is usually accorded, giving the specific rank and command after the name and the "Esquire." Usage, in America, so far as we may be said to have any, is in favor of giving "Lieutenant"—usually abbreviated—as the pre-title ; and, of course, omitting the post-title. This elevates it to the grade of respectability, from which "Mr." and "Esq." have hitherto seemed to be relegating it. See *Adjutant*.

Lieutenant-Colonel. This officer should be addressed by his title, other details—salutation, complimentary close, etc.—being the same as those of a Colonel. See *Colonel*.

Lieutenant-Commander. The seventh officer in the Navy, commands vessels of the fourth class. See *Admiral*.

Lieutenant-General. See *General*.

Lieutenant, Navy, is an executive officer of the fourth class. See *Admiral*.

Lord. In Great Britain, a peer of the realm, especially a Baron, as distinguished from the higher orders of nobility.—*Worcester*. The word peer is limited to the members of the upper House of Parliament, and to Scotch and Irish noblemen of corresponding rank, qualified, on election, to sit in the upper House.—*Smart*. The title of Lord is extended by courtesy to the sons of Dukes and Marquesses, to the eldest sons of Earls, and, by virtue of their offices,

to the Mayors of London, of York, and of Dublin ; to Judges while presiding in court ; and to certain other high official personages, as Lord Chancellor, Lord of the Treasury, Lord Chief-Justice of the Queen's Bench, Lord Chief-Justice of the Common Pleas, Lord Chief Baron of the Exchequer, etc.—*Brande*. It is also given to one that has the fee of a manor, and consequently the homage of his tenants ; but, if not of noble birth, he is not addressed as a Lord.—*Smart, Brande*. A recent writer makes this point : “ The title of *Lord* has not necessarily anything to do with peerage. All peers are lords, but there are many lords that are not peers. The King's Chancellor, his Treasurer, his Chamberlain, his High Admiral, the President of his Privy Council, certain of the high Judges, all English Judges when actually on the bench, Scottish Judges at all times, Lieutenants of Counties, the Lieutenant of Ireland and his deputy, the Mayors of London and York, the Provosts of several Scottish cities, the Rectors of Scottish Universities, the younger sons of Dukes and Marquesses—all these are Lords by some rule, by law, or by courtesy, many of them without being peers ; and, when they are peers, without any reference to their peerage.”

Lord Chancellor. Salutation : “ My Lord.” Complimentary close : “ I have the honor to be, with the highest respect, my Lord, your Lordship's most obedient servant.” Superscription : “ To the Right Honorable Lord A——, Lord High Chancellor.”

Lord Chief Baron of the Exchequer. See *Lord Chancellor*.

Lord Chief-Justice. See *Lord Chancellor*.

Lord Mayor. Salutation: "My Lord." Complimentary close: "I have the honor to be, my Lord, your Lordship's obedient servant." Superscription: "To the Right Honorable Sir A——B——, Bart., Lord Mayor of C——."

Lords, House of. A member of the House of Lords is addressed according to the rank he holds, irrespective of his membership. As a body, the address is—salutation: "May it please your Lordships," or "My Lords." Superscription: "To the Right Honorable the Lords Spiritual and Temporal, in Parliament assembled."

Madame. See *Mesdames*.

Mailable Matter. There are four classes of this, designated in the postal directions by their numbers; as follows:

FIRST CLASS.—*a*, letters; *b*, all matter wholly in writing (except manuscript for publication, *when accompanied by proof-sheets*, corrected or not); *c*, matter partly in print and partly in writing (certain exceptions noted below); *d*, packages so wrapped, sealed, or secured that their contents can not be readily examined. THE RATE OF POSTAGE ON MAIL MATTER OF THIS CLASS IS TWO CENTS AN OUNCE OR FRACTION THEREOF.

SECOND CLASS.—This class of mail matter includes only publications mailed direct from the

offices of the publishers and news agencies to subscribers, etc., under special postal rates and conditions, in the details of which the general public is not interested, and they are therefore omitted.

THIRD CLASS.—Books, transient newspapers and periodicals, circulars, proof-sheets and manuscript accompanying the same, and printed matter generally (except that belonging in the second class). “Printed matter” is defined to be the reproduction by any mechanical process (except handwriting and the copying-press) of words, figures, etc., *not in the nature of personal correspondence*. Under this definition, photographs, and also circulars produced by hektograph or similar process, and by electric pen, are rated as “printed matter.” Upon matter of this class, or on its wrapper, the sender may write his own name, preceded by the word “from”; may mark any printed passage to call attention to it; may write date, address, and signature of circulars, correct typographical errors, and write on cover or blank leaf of any book or of any other printed article of the third class, a simple dedication or presentation inscription not in the nature of personal correspondence. (See also note below.) *No other writing is permitted in or on third-class matter; and the regulation that formerly admitted partly written bills, statements, invoices, and other commercial papers to the third class has been revoked.* The limit of weight for mail matter of the third class is four pounds, except in the case of single books exceed-

ing that weight. THE RATE OF POSTAGE ON MAIL MATTER OF THE THIRD CLASS IS ONE CENT FOR EACH TWO OUNCES OR FRACTION THEREOF.

FOURTH CLASS.—All matter not embraced in the first, second, or third class—including merchandise, samples of merchandise, and other articles not liable to destroy, deface, or damage other mail matter, or to harm the person of any one in the postal service, and not excluded by law from the mails. Sharp instruments, articles wholly or partly of glass, and other things that, if not properly secured, might damage the mails or harm any person handling them, must be first securely wrapped or cased, and then safely packed in hard wood or metal boxes with screw lids or secured by clasp or slide. Persons in doubt as to the admissibility of articles they desire to mail will probably save unnecessary trouble and expense by submitting the same at the post-office, where they will receive correct information on the subject. Upon any package of fourth class matter the sender may write or print his own name and address, preceded by the word “from,” and may also write or print thereon the *number* (quantity) and *names* of the articles inclosed ; and one mark, number, name, or letter (*for the purpose of identification only*) may be written on any article of the fourth class, or upon a tag or label attached to it. Price and size of the article may be *printed or stamped* on such tag or label ; but more than ONE *written* mark, number, name, or letter, will subject the package to

postage at *letter rates*. The limit of weight for packages of fourth class matter is four pounds. THE RATE OF POSTAGE ON MAIL MATTER OF THE FOURTH CLASS IS ONE CENT FOR EACH OUNCE OR FRACTION THEREOF.

NOTE.—On any package of third or fourth class matter there may be written or printed a request in the following or similar form: “If undeliverable, P. M. please notify ———, and stamps for return postage will be forwarded.” LETTERS ONLY are returned *free* to writers.

Major. Salutation: “Major,” “Sir.” The word may be abbreviated sometimes in the address, but never in the salutation. Complimentary close: “I have the honor to be [or, to remain], Major [or, Sir], your most obedient servant.” Superscription: “Major A—— B——, Fourth Infantry, U. S. A.” See *General*.

Major-General. See *General*.

Marchioness. Salutation: “Madam,” “My Lady,” “May it please your Ladyship.” Complimentary close: “I have the honor to be your Ladyship’s most faithful and obedient servant”; or some similar form that will correspond to the salutation. Superscription: “To the Most Honorable the Marchioness of A——.”

Margin, the Left. A space of about three quarters of an inch should always be left on the left-hand edge of a letter-page. This is called the Left Margin, or left-margin space. When the paper is below the usual size the margin may be less than

three quarters of an inch. In note-paper it should be less than half an inch.

Marquess. Salutation : " My Lord," " My Lord Marquess," " May it please your Lordship." Complimentary close : " I have the honor to be your Lordship's most obedient, humble servant." Superscription : " To the Most Noble the Marquess of A——."

The form *Marquis* was very general until within the present generation ; but it is now almost entirely superseded by Marquess.

With the oldest sons of Dukes, Marquesses, and Earls, the epistolary forms are the same as with Earls ; and with their wives as with Countesses. For the daughters of Marquesses, see *Duke*.

Marquis. See *Marquess*.

Marshal. See *Field-Marshal*.

Master. See *Mister*.

Master of the Rolls. Salutation : " Sir." Complimentary close : " I have the honor to be, Sir, your most obedient, humble servant." Superscription : " To the Honorable, Sir A—— B——, Master of the Rolls."

Materials. These are paper, envelopes, ink, pens, sealing-wax, wafers.

See these items separate.

Mayor. In America generally a Mayor is addressed as Honorable ; usually abbreviated Hon. Salutation : " Sir," " Your Honor," etc. Complimentary close : " I have the honor to be [or, to remain]

your Honor's obedient servant." Superscription :
 "To the Hon. A—— B——, Mayor of C——."

The Lord Mayor of London, of Dublin, and of York, and the Provost of Edinburgh (during life) are to be addressed in accordance with their high rank. Salutation : "My Lord," "May it please your Lordship," etc. Complimentary close : "I have the honor to be your Lordship's obedient servant." Superscription : "To the Right Honorable A—— B——, Lord Mayor of L——," "To the Right Honorable C—— D——, Lord Provost of Edinburgh." The Provosts of other towns in Scotland are styled Honorable merely. The Mayors of all cities, except as above, and the Sheriffs, Aldermen, and the Recorder of London, are addressed as *Right Worshipful* ; and the Aldermen and Recorders of other corporations and the Justices of the Peace, *Worshipful*.

Memorial. See *Legislature*.

Mesdames. The permanent contraction of this word is *Mmes*. It is the plural of the French *Madame*, and is used in English as the plural of Mistress (Mrs.) ; just as *Messieurs* (Messrs.), the plural of the French *Monsieur*, is used—a permanent contraction also—as the plural of the English "Mister" (Mr.).

Any number of spinsters associated in a business firm, in a committee, or in any other co-operative body, should be addressed, in address and superscription, with the pre-title of "Misses" ; but if any

one of them rejoices in the title of Mrs., then the pre-title of the body must be *Mmes.*

The salutation, both oral and written, in any case—spinsters or not—should be “*Ladies.*” That is to say, if Mrs. A—— and another woman or other women, acting together in a firm or other collective capacity, are to be addressed, the pre-title must be *Mmes.*; and the salutation, “*Ladies.*” In like manner, if Mr. A—— and another man or other men, acting as a firm or other collective body, are to be addressed, the pre-title should be *Messrs.*, and the salutation, “*Gentlemen,*” or “*Sirs.*” See *Mistress.*

When Mrs. A—— and Mr. B—— are associated in a firm or otherwise as a body plural, the grammatical rule of genders demands the pre-title “*Messrs.*” while the societal order would seem to call for “*Mmes.*”; both being essentially incorrect, and neither satisfactory.

Messrs. See *Sir.*

Midshipman. The students at the United States Naval Academy at Annapolis rank with cadets or students at the West Point United States Military Academy. They have no official rank.

Minister (diplomate). See *Ambassador.*

Minister of the Gospel. See *Clergyman.*

Minister Resident. See *Ambassador.*

Miss. The pre-title of a girl or a spinster. Its use begins from infancy—almost as soon as the sex is distinguishable. In youth its masculine is “*Mas-*”

ter," and in adult age "Mister" (Mr.). It belongs to all ages and all classes. It is a derivative by contraction of "Mistress," the feminine of "Mister." In Shakespeare's day the word "Miss" was unknown. An unmarried woman was at that time called "Mistress." The *Merry Wives of Windsor* appeared in 1602; and in that, Anne Page, a spinster, is spoken of and to as "Mistress Anne Page." Sixty years later, the word "Miss"—then spelled "Misse"—first appeared, in Evelyn's *Diary*, 9 January, 1662; but then in a disreputable sense. A certain young person is there spoken of as "being taken for the Earle of Oxford's *Misse*, as at that time they began to call lewd women." Singularly enough, that sense to-day sometimes goes to the original word—*mistress*. In a proper and courteous sense—the sense of to-day—the word Miss first appeared near the end of the seventeenth century. In Congreve's *Love for Love*, which appeared in 1695, we find "Miss Prue," the school-girl daughter of Mr. Foresight, the mad astrologer, as one of the characters. This is, we believe, the earliest use of the word in that sense in our literature. It is, accordingly, nearly two hundred years old. But "Mistress" and "Mrs." for spinsters remained in use long after the introduction of "Miss." As late as the days of the second George—1727 to 1760—unmarried women were usually styled "Mrs."; as, Mrs. Lepel, Mrs. Bellenden, and Mrs. Blount—all unmarried. Pope's letters of that period show this

abundantly. And to-day in England an elderly spinster is frequently called "Mrs."

The title "Miss," in its adjectival use, is now a prefix—a pre-title—merely, and can not be used as an independent appellative. As a common noun the use of the word is general. It must be admitted that the English language—in most respects the best spoken—is defective in this matter. It has an independent appellative for every other condition of life; but none for a spinster. We may say and write "Sir" alone, and "Madame," and "General," and hundreds of other such independent appellatives; but not "Miss." "Mr." has its correspondent "Sir," as "Mrs." has its "Madam"; but "Miss" and "Master" have none. Almost every other living language has something. In addressing a spinster one must know either her given name or her surname; and with these one may say "Miss Mary" or "Miss Smith." It is equally stupid to address a spinster as "Miss" alone as it is to accost a man as "Mister" in the same way. Both are uncouth.

In writing to strangers a woman should, in her signature, indicate not only her sex but also whether she is a "Miss" or a "Mrs."

Mister. The contraction is "Mr.," and it rarely appears in any other form. It was always a pre-title, and can not be used apart from the name. When the occasion arises to use the appellative independent and (not knowing the name) alone, we use "Sir." "Mr." is the most common of all the titular

appellatives applied to man. It is respectful, but it lacks distinction. It may be—and on occasion should be—used in almost every part of a letter; but the superscription and the address are the important points, the use in both being exactly the same. The importance of “Mr.” in such use lies in its relations to and differences from “*Esquire*”; and these relations and differences are far more complex and confusing in the United States than they are in Great Britain, and for the reason that the lines of distinction there are somewhat closely drawn, while here they are not. In this country “Mr.” has better standing than it has in the mother-country, and the frequent ignorance of the social status—and the occasional absence of all social status—of our correspondents render the safer title “Mr.” of more constant use, as an epistolary title at least. As a pre-title in the address of letters, it is fair to say, “Mr.” has far more respect shown it in America than it has in England. Here, at least, it conveys no sharp suggestion of reproach, as it may do there. In this country “Mr.” is of far wider use, and very few Americans have the leisure to be vexed at so small a matter as that of being mistered, on letters or elsewhere. Still, “*Esquire*” is generally felt to be a higher title, and altogether a more desirable one where there is any feeling or room for feeling in the matter. The Englishman that puts “Mr.”—as well-nigh every untitled Englishman does—before his name on his visiting-card, would be mortally offended if any cor-

respondent were to put the same in the superscription or in the address of a letter to him. He styles himself "Mr.," but everybody else must call him "Esquire." In America, as in England, the proper epistolary title of a gentleman is "Esquire"; and "Mr." should be used only in business correspondence, and then only when the party addressed is not known to be entitled to "Esquire."

The plural of "Mr."—and of "Esquire" as well, as to titular use—is "Messrs."; a contraction of the French *Messieurs*, gentlemen. See *Esquire* and *Mesdames*.

In conversation, as a designative title, "Mr." has far better standing in England than in the United States generally; and, in America, better in the South than in the North. In the South, professors are far oftener in conversation addressed and spoken of as "Mr." than they are in the North. It is, in fact, not universal in the former section to use Professor—to even a *bona fide* professor—as it is in the latter.

The word is derived from the Latin *magister*—from *magis*, as in *magnus*—successively *Maister*, *Master*, *Mister*. On the title-page of the first folio edition of Shakespeare, published in 1623, the contraction "Mr." appears, probably for the first time; but doubtless it was read *Master* at that date. "Mister" is of relatively recent origin—later than Shakespeare, that is to say. The word has lost its original meaning for the most part. It no longer conveys an

idea of superior or ruler, and often conveys one of very scant respect. This degradation is the work mainly of the present century, and other languages have had the same experience with their *Monsieur*, *Señor*, *Senhor*, *Signore*, *Herr*, and so on. Even the lordly *Don*—in Latin *dominus*—graces a beggar's name as well as a king's.

At first "Master" was applied to persons of any age, and rather to seniors. To-day, however, a Master is a youth, a teacher, a head mechanic, or a slave-owner.

The word is, as above stated, from *magister*, whence comes also *majesty*; and hence it is when the many began to feel themselves to be sovereign, the many made themselves a title equal to the "Majesty" used by royalty, and that title is *Mister*. Monsieur Citoyen is—a—king, behind the Barri-cades!

"Mister," as a part of a compound pre-title, has a very wide range of application. We say, Mr. President, Mr. Speaker, Mr. Chairman, Mr. Secretary, Mr. Chief-Justice, Mr. Vice-President, Mr. Justice, Mr. Minister, Mr. Senator, Mr. Editor, The Honorable Mr., The Reverend Mr.; and so on and so on. See *Esquire*, *Sir*, *Mistress*, *Miss*.

Mistress. The pre-title of a married woman. It is almost always used in abbreviated form—"Mrs."—and is pronounced *misses*. It corresponds very closely to "Mister." See *Mister*. It was derived from *Mister*, after that word had grown out of

Master ; otherwise the corresponding form of Master would have been Masteress or Mastrèss. It has to-day one sinister meaning that is identical with the sinister meaning of "Miss." See *Miss*.

The use of "Mrs." with the family name is generally well understood. There is diversity of usage, however, as to coupling it with a husband's titles ; as in "Mrs. General A——," "Mrs. Senator B——," and the like. This use is convenient, but questionable. The places, if any, where it may be used with propriety are few.

There has been hitherto very little use—very limited demand, they would say in trade—for a plural of this title. But in recent times, when women are engaging freely in business pursuits, and are consequently forming firms, the necessity for a plural is arising. Mrs. A—— and Mrs. B—— form a business partnership, and "Mrs. A—— & Mrs. B——" would not do. It would be no better than "Mr. C—— & Mr. D——" would be. What is to be done? Exactly what was done in the case of the men by our grandfathers—we are going to the French. And there we find the plural "*Mesdames*." We take the abbreviated form—"Mmes."—and the two associated women are addressed as "Mmes. A—— & B——." See *Mesdames*.

In writing to strangers, a woman should in some way, in her signature, indicate not only her sex but also whether she is Miss or Mrs. If she do not, she should be addressed in reply as "Mr."

Mitred Abbot. Salutation : " Right Reverend Abbot A——," " Right Reverend Father," " Right Reverend Father Abbot," or, personally, " Right Reverend and Dear Sir." Complimentary close : " I remain, Right Reverend Sir, your obedient servant "; or, by a Monk or similar party, " Begging your blessing, Right Reverend and Dear Father, I remain, as ever, your dutiful son." Superscription : " To the Right Reverend Abbot B——, C—— Abbey," or, " To the Right Reverend A—— B—— (initials of order), Abbot of D——."

Money-Order. The post-office regulations are to this effect : The limit of a single money-order payable in the United States is fifty dollars, but three money-orders, each for this amount, making in all one hundred and fifty dollars, can be sent in one day. There is no limit to the amount in the international business, but a *single order* must not exceed fifty dollars.

Monk. These and other ecclesiastics of like order usually sign themselves " Brothers "; and in reply they should be so addressed. See *Brother*.

Monograms. Monograms, as connected with stationery, come incidentally but not directly within our purview. When used at all, they should be clear and neat—following some system of solution, and not a jumble of letters. The leading letter may be the strongest. Perhaps the best order is the first letter the smallest and feeblest, the second larger and stronger, and the surname-letter the largest and

strongest. An unintelligible or illegible jumble for a monogram is vulgar, whether in colors or lines. Colors should not be conspicuous nor glaring.

Monsignor. This title in English follows the Italian *Monsignore* and the French *Monseigneur*, and is originally Italian, compounded of *mon* and *signore*—my lord. It is of somewhat infrequent occurrence, and is conferred by the Pope upon eminent divines for special reasons. It corresponds, in most respects, to the brevet military titles. It ranks next below a Bishop. As an honorary title it takes precedence of the other title or titles held by the individual, and, in addressing him, we are always safe in using this title to the exclusion of all the others. It was conferred on him because it was greater than his existing titles.

The salutation may be "Right Reverend Sir," "Right Reverend Monsignor," or simply "Monsignor." Complimentary close: "I have the honor to be, Right Reverend Sir, your obedient servant." Superscription: "To the Right Reverend Monsignor B——," etc.

Monsignors of inferior degree are addressed in salutation as "Very Reverend Monsignor." Complimentary close: "I have the honor to be, Very Reverend Sir, your obedient servant." Superscription: "To the Very Reverend Monsignor A—— B—— [or, B——]."

There are three grades of this rank—the Particpanti, and these remain at Rome; the Prothonota-

ries; and the Domestic Prelates. All have the title of Right Reverend.

Most Eminent. A titular form used in addressing a Cardinal. See *Cardinal*.

Most Reverend. Belongs to an Archbishop. See *Archbishop*.

Mother Superior. The same principles apply here as are stated under *Nun*, except that the terms should be more respectful, if possible. If she sign a letter "The Mother Superior," the answer to it should be made to that as the name in the address. If the signature is "A——, Mother Superior," the address should be "Mother A——, Superior of B——." It is entirely proper to address a woman at the head of a religious order, such as the Sisters of Charity, as "Reverend"; say, "The Reverend Mother Superior," "The Reverend Prioress," "The Reverend Mother Abbess," and so on, according to her office. A Mother Superior uses her names, both religious and family, only in her intercourse with the outside world; her offices, to her cloistered world.

Name. A part of the address—the inside address and the superscription alike—of a letter. It should, with ordinary title, all be on one line; as, "Mr. A—— B——," or "C—— D——, Esq." We should in general accept a correspondent's signature as his name, although we can not always do so; but the form of the signature authorizes the use of the same in reply. If Mr. J. Fred Smith puts no period after the "Fred" it is fair, in replying to his letter,

to put none, notwithstanding the fact that we may suppose "Fred" to be an abbreviation of Frederic. We have no right to put such period where the writer puts none, for the reason that by so doing we make a personal criticism, and proceed upon an assumption that may be offensive to Mr. Smith, unless he is an ignoramus, and that is always an unsafe assumption to proceed upon. If true, it will for that reason probably be more offensive to him.

Navy. Officers of the Navy of the United States rank as follows: Admiral, Vice-Admiral, Rear-Admiral, Commodore, Captain, Commander, Lieutenant-Commander, Lieutenant, Master, Ensign. See *Admiral*.

Nickname. See *Abbreviation*.

Nota Bene. Is Latin. Anglice, "Note specially." The abbreviation is N. B.—the usual and almost universal form in use. Like the postscript, it follows the completed letter; that is, comes below both the signature and the address, and may come before or after the postscript; that is, it may rhetorically qualify either the letter or the postscript. Like the latter, again, it has two leading uses. The first and obvious one is to call special attention to a point or a view of the matter that the writer thinks his correspondent may by inadvertence fail to appreciate or to give its due weight to. The other use is to conceal, at first blush at least, in its apparent emphasis, the real object of the letter; thus letting the real object work its way gradually—percolate, as it

were—into the correspondent's mind. The real object, in such case, must be a matter alien to the subject of the *Nota Bene*. This device, as in the case of the postscript, is one of diplomacy, as well personal as professional, and belongs to the domain of Rhetoric.

A *Nota Bene* may have a postscript, as a postscript in any of its multiplied forms may have, but should never have, a *Nota Bene*.

Nun. In correspondence with the outside world the Nun, of whatever order or sisterhood she may be, signs her church name, and in writing to her we should address her by the same. The churchman will use whatever terms and forms his relations demand. The layman will generally use terms appropriate to ladies in the world. The salutation, in such cases, may be "Madam," or "Dear Madam"; the complimentary close, "I have the honor to be yours with respect," "Very respectfully yours," or something of that sort; and the superscription, "Sister A——"; or, if a full or family name has been signed, "Miss A—— B——," etc.

Official Letters. As common sense suggests, and as the usage in our country is fast coming to illustrate, it is better to address the office than the officer. In the General Government—both civil and military—many letters are now so addressed. Such as—"To the General commanding the Armies of the United States," rather than "To General A—— B——, Washington, D. C.;" and this for the ob-

vious reason that the office is permanent, while A—— B—— is not; and A—— B—— may be absent, so that the letter might by mistake for a personal one be forwarded to some distant point, thus delaying business. But the matter rests on a higher basis—it is the office primarily that represents and constitutes the power. There is a tang of demagoguery, too, in personalizing offices that ought to be discouraged, but which, unfortunately, is likely, and for its very worst features, to be encouraged and extended.

Orders of Nobility. See *Duke*.

Orders, Religious. Several Catholic religious orders have initials of their Latin names, and these are frequently used as post-titles by the clergy of that church. The most common of these are :

Cap., or *O. M. C.*—Capucinus, or Ordinis Minorum Capucinatorum, popularly known as the Capuchins.

O. Cist.—Ordinis Cisterciensis, the Cistercians.

O. M. C.—See *Cap.*

O. P., or *O. S. D.*—Ordinis Praedicatorum, or Ordinis Sancti Dominici, the Dominicans.

O. S. A.—Ordinis Sancti Augustini, the Augustinians.

O. S. B.—Ordinis Sancti Benedicti, the Benedictines.

O. S. D.—See *O. P.*

O. S. F.—Ordinis Sancti Francisci, the Franciscans.

S. J.—Societatis Jesu, the Jesuits.

Paper. Perhaps more than half of general correspondence to-day is written on note-paper, but technically a letter is an epistle written on letter-paper, and a note one written on note-paper. The paper should be, whether letter or note, the best that the writer can afford. Let it be white, or with the faintest tinge possible of blue or cream, but a dead white has some advantages. The ink, especially black ink—and none other should ever be used—shows more distinctly on white than on any color. The matters of ruling, weight, size, and shape belong largely to the domain of personal taste; but good taste eschews the eccentric in this as in all other things. Something, however, must be conceded to prevailing styles, but the *bizarre* is essentially vulgar; and what is called fashion should never be permitted to overrule cultivated taste. To snatch up a novelty in stationery merely because it is new proves a lack of character and a feebleness that make cultivated taste out of the question. Gilt-edge and rough-edge are in questionable taste, while fanciful and fantastic figures and flashy colors are unquestionably vulgar.

Parliament. See *Lords, House of*, and *Commons, House of*.

Parson. See *Clergyman*.

Pastor. See *Clergyman*.

Patriarch. A dignitary of the Roman Catholic Church, ranking an Archbishop. The epistolary and titular forms for the two are the same, the official

titles—Patriarch and Archbishop—being used respectively. The pre-title of both is Most Reverend. See *Archbishop*.

Paulo - postscript. *Paulo* adds to the word postscript the idea of *later than* ; and Paulo-postscript means *just after the postscript*, and is equivalent to a second postscript, or a *postscript No. 2*. The abbreviation—and it is almost always used in abbreviation—is P. P. S. It is a second postscript to the letter, or a postscript to the postscript ; sometimes the one, sometimes the other. If the P. S. is objectionable on principle, then the P. P. S. is doubly so, and the P. P. P. S. trebly so. The signature to these should be merely the initials of the writer.

Pens. The writer must select his pen to suit his muscular movement. A gold pen is better than a steel one, for the reason that it continues very much the same through months of writing, whereas the steel pen changes in flexibility, sharpness, and touch, with every hour's use. The old-fashioned quill, now almost out of use, has some advantages, but so many disadvantages that it can not compare with a well-selected gold pen of the first quality. The use of the quill requires some skill in mending, and that we have no time for now.

Period. See *Punctuation*.

Petition. See *Board of Education, Congress, Court, and Legislature*.

Physician. The address and superscription should be "Dr. A—— B——," etc. ; or, in rare in-

stances—such as occasions that call for a form to distinguish the party from some other doctor—it should be “A—— B——, M. D.,” etc. The author of *How to Write Letters* authorizes “A—— B——, Esq., M. D.”; but the form seems hardly necessary. It is English, however.

Place. A part of the date of a letter, giving the locality of the writer, and also of the address, both inside and superscription, giving the place where the letter is to be delivered. The two call for the same points, and in the same order. In domestic letters the place embraces by law these three: the post-office, the county, and the State; and they should be *always in that order*. See *Date*.

In cities, where letters are delivered by carriers, it is necessary to give the number of the street also; and it is often important, in large business houses, to add to these the number of the room occupied by the party addressed. See *Address*. In general, it is better to err in the direction of giving too many than of giving too few points in the place. In English, especially in London, addresses, the complexity is sometimes very great.

Plenipotentiary. See *Ambassador*.

Pope. Salutation: “Most Holy Father,” “Your Holiness.” Complimentary close: “Prostrate at the feet of your Holiness, and begging the Apostolic Benediction, I protest myself now and at all times to be, of your Holiness, the most obedient son

[or daughter].” This, of course, for Catholics only.—*Prof. Westlake*. Superscription: “To our Most Holy Father, Pope A——,” or “To his Holiness, Pope A——.”

In *Letters to the Pope*, Professor Westlake—an excellent authority on Catholic forms—says: “The salutation must stand alone upon one line at the top of the page; the body of the letter occupies the middle portion of the page, and the place of writing and date are put at the bottom, near the left edge. A certain vacant space should be left between the salutation and the beginning of the letter, an equal space between the complimentary close and the signature, and a less space between the end of the letter and the complimentary close. By reason of these requirements, note-paper, or any small form of letter-paper, should never be used for this purpose. The same requirements must be observed in writing to Cardinals and other high ecclesiastics in all parts of Italy—at least, when writing in anything like a formal or official manner—except that the spaces diminish with the rank of the dignitaries.”

In regard to the elaborate complimentary close, it will be observed that the form given must occupy several lines; and, in this case, as in all similar ones, the first word of every line must begin with a capital letter, no matter what the word may be. This is true of all plural-lined forms, whether complimentary close or long-drawn titles.

Postal-Card. The superscription of a postal-card—in England and Canada they are called *post-cards*—is of course the same as that of a letter. On the other side should be the date in full—time and place of writing—the body of the note, and the signature. There is no need of salutation nor of complimentary close. The informality of such a missive does not harmonize with phrases of mere courtesy, and the economy that resorts to cards need not waste time and two lines on mere civilities. The signature may be, according to circumstances, the full name, the initials, or a sign. The post-office authorities rule that “postal-cards bearing on their face or address side any message or part of a message, or any writing or printing other than is necessary to secure their proper delivery, are held to be unmailable, and will be returned to the senders.”

Postal Union. The rates of postage to the following countries, which, with the United States and Canada, compose the *Universal Postal Union—Union Postale Universelle*—are as follows : On letters, five cents for each half ounce or fraction thereof ; prepayment optional. On newspapers and other printed matter (including books, pamphlets, commercial papers, photographs, sheet music, maps, engravings, deeds, legal papers, and all documents wholly or partly in writing, and not in the nature of personal correspondence), and on samples of merchandise, one cent for each two ounces or fraction thereof.

Argentine Republic,	Hong Kong,
Austria-Hungary,	Italy,
Bahamas,	Jamaica,
Barbadoes,	Japan,
Belgium,	Labuan,
Bermudas,	Liberia,
Brazil,	Mauritius,
British Colonies, West Coast of	Mexico,
Africa, and West Indies,	Montenegro,
British Guiana,	Newfoundland,
British Honduras,	Nicaragua,
British India,	Norway,
Bulgaria,	Paraguay,
Ceylon,	Persia,
Chili,	Peru,
Denmark,	Portugal and Colonies,
Dominica,	Roumania,
Dutch Colonies,	Russia,
Ecuador,	Salvador,
Egypt,	Sandwich Islands,
Falkland Islands,	Servia,
France (and Algeria),	Spain and Colonies,
French Colonies,	Straits Settlements,
Germany,	Sweden,
Great Britain and Ireland,	Switzerland,
Greece,	Trinidad,
Greenland,	Turkey,
Guatemala,	Uruguay,
Hayti,	United States of Colombia,
Holland,	Venezuela.
Honduras,	

To Canada (including Nova Scotia, New Brunswick, Manitoba, and Prince Edward Island) : Letters, two cents for each half ounce or fraction thereof ;

transient newspapers and other printed matter, one cent for each two ounces or fraction thereof ; second-class matter, same as in the United States ; samples of merchandise (no dutiable articles or articles of intrinsic value admitted), ten cents for each package, which must not exceed eight ounces in weight—prepayment compulsory.

To Australia (except New South Wales, Queensland, and Victoria), *via* San Francisco : On letters, five cents for each half ounce or fraction thereof ; on newspapers, two cents each—prepayment compulsory.

Limits of size and weight : Packages of samples of merchandise to the countries named above (except Great Britain, France, Belgium, and Switzerland) must not exceed eight and three quarter ounces in weight, nor measure more than eight inches in length, four inches in breadth, and two inches in depth ; and packages of printed matter must not exceed four pounds six ounces in weight. Packages of merchandise samples to Great Britain, France, Belgium, and Switzerland, are limited to twelve ounces in weight, twelve inches in length, eight inches in width, and four inches in depth. Packages of printed matter to Germany and Great Britain are limited to two feet in length and one foot in each other dimension.

Postmaster-General. See *Cabinet Officer*.

Post-Office. This occurs three times in a complete letter—in the date, in the address, and in the

superscription, as a part of each. The United States law requires in the superscription three points—the post-office, the county, and the State; and they should be invariably in that order. See *Date*. The postal service does not insist upon the county, but the law recites it as a necessary part of the superscription. In some cases it is possible to make the place of an address clearer by adding a word or two to the post-office; as, when the county is unknown, it is not altogether absurd to add some well-known designation; as, “Stapleton (S. I.), New York,” or “Roslyn (L. I.), New York,” where Staten Island and Long Island are well known while the counties in which they are may not be. Such special directions should always be put in brackets, to indicate that they are not a part of the address proper.

Post-Office Box. The proper place on the envelope for this part of the address is in its order—first after the name. In cases, however, where there are four lines or more in the superscription without this, it may be put, in small hand, at the bottom on the left.

It is forbidden by the Regulations of the Post-Office Department to give to any person information concerning the mail-matter of another, or to disclose the name of a box-holder at a post-office.

Post-paulo-postscript. Is a third postscript to a letter, as paulo-postscript is the second, *q. v.* Its abbreviation is P. P. P. S. See *Postscript*. The signature should be initials only.

Postscript. In Latin *post-scriptum*, and is almost universally abbreviated P. S. Its place is after the completed letter ; that is, below both the signature and the address. The P. S. should begin as does a paragraph—one space from the left margin-space. This space should be in letter-paper about three quarters of an inch. See *Margin, Left*. The ordinary and obvious use of the postscript is to add some after-thought to the letter. It may, however, be, and frequently is, used for emphasis ; and this use in cases of diplomacy, domestic as well as international, is often very effective. An illustration : A commonplace letter upon some indifferent subject is written to make the occasion of bringing in a point that could not be brought in by itself—could not be made the main subject of a letter ; and having the occasion—the opportunity at least—in the pointless letter, the real point may be made to appear to be an after-thought, and thus strike home with telling effect. The signature to a postscript should be the initials merely of the writer.

These additional after-writings may be indicated and arranged with their abbreviations :

P. S.—Postscript, as above.

P. P. S.—Paulo-postscript.

P. P. P. S.—Post-paulo-postscript ; and this is quite far enough ; or, perhaps, a better designation would be :

P. S.—Postscript.

2d P. S.

3d P. S. ; and so on.

It is clear, however, that when more than one are called for—except for humorous effects—the writer owes it to himself to rewrite his letter.

In general, postscripts—even one—should be avoided if possible. They are, as far as they have suggestive meanings at all, disrespectful ; and they should therefore never be used in writing to officials, nor to superiors of any kind, especially of age. A postscript is an impertinence. Business, that knows very little of personal respect, finds occasional need of them ; and they should be freely used when so necessary.

The *Nota Bene* may have its postscript the same as a letter, although the propriety of one is one remove more questionable and one degree more reprehensible and vulgar.

Post-title. This is a title that follows the name of the person having it ; such as “Esq.,” “M. D.,” and “D. D.” See *Abbreviations* and *Orders, Religious*. There are some pre-titles that on occasion must follow the name, generally in signatures and in descriptive mentions, but sometimes in addresses. Such are “A——B——, General U. S. A.,” or “To the Reverend Doctor C——, Dean of D——.” These, however, are not post-titles, but pre-titles in exceptional use. See *Title*.

Preacher. See *Clergyman*.

Prelate. The Roman Prelates—Apostolic Prothonotaries and Domestic Prelates—are styled Right

Reverend, and are generally addressed as Right Reverend Monsignor. Salutation: "Right Reverend Sir," "Right Reverend Monsignor"; or, less formally — or, rather, *not* formally — "Monsignor," or "Right Reverend and Dear Sir." Complimentary close: "Right Reverend Sir, your most obedient servant"; or, informally, "My Dear Monsignor, your friend and servant." Superscription: "To the Right Reverend Monsignor B——," etc. "To the Right Reverend Monsignor A—— B——, Prothonotary Apostolic," or "To the Right Reverend A—— B——, Domestic Prelate of His Holiness."

Present. Some years ago "Present" was usually written on the envelope of formal letters delivered by messenger; but the French "En Ville" has driven it almost entirely out of use. Mrs. Dahlgren, in her "Etiquette of Social Life in Washington," says that in that city Present "is now quite obsolete, except as confined to communications of a business nature, such as bills sent."

President. The President of the United States is addressed, in epistolary salutation, as "Sir" and "Mr. President." Complimentary close: "I have the honor to subscribe myself, most respectfully, your obedient servant," or any other perfectly respectful formal closing. Superscription: "To His Excellency the President of the United States," or, with republican-democratic simpleness, "To the President, Executive Mansion, Washington, D. C."

Mrs. Dahlgren suggests the former one. But there are, in fact, scores of forms in use.

In the days of the first president it was customary to write always, "To His Excellency, George Washington, President of the United States." That degree of formality fell rapidly into disuse, however, and is very rarely seen on letters received at the White House to-day, and it has not been frequent for the last fifty years. In conversation, the Chief Magistrate is usually addressed as "Sir," or as "Mr. President," although one sometimes hears "Your Excellency," but this mainly from gentlemen of the old school, from foreigners, or from office-seekers of the effusive variety. Mrs. Dahlgren does not mention "Sir" as permissible, and we are left to infer that that excellent authority on such matters regards it as not exactly proper; but we have heard it used in the Executive Mansion.

President of a Board. The President of a Company, of a Board of Directors, or of Commissioners, or the like, should be addressed "To A—— B——, Esq., President of ——," etc.

President of a College. When he has no other office or degree, he may be addressed as "Prof. A—— B——, President of C—— College," etc. Salutation: "Sir," or "Dear Sir." Complimentary close should correspond to the salutation; as, "I beg to remain, very respectfully yours," etc.

Pre-title. This is a title that precedes the name

of the person to whom it belongs; such as "Mr.," "Mrs.," "Colonel," "Dr.," and so on. See *Title*.

Priest. See *Clergyman*.

Prince. Salutation: "Sir," "May it please your Royal Highness." Complimentary close: "I have the honor to be, Sir, your obedient servant"; or any form that corresponds to the salutation. Superscription: "To His Royal Highness the Prince of ——."

Prince-Consort. The salutation due to this somewhat anomalous functionary is "Sir." The complimentary close: "I have the honor to be, Sir, your Royal Highness's most obedient humble servant." The superscription: "To Field-Marshal His Royal Highness the Prince A——, K. G.," etc. See *Field-Marshal*.

Prince of Wales. Salutation: "Sir," or "May it please your Royal Highness." Complimentary close: "I have the honor to be, Sir, your Royal Highness's most obedient servant." Superscription: "To His Royal Highness the Prince of Wales."

Princess. Salutation: "Madam," or "May it please your Royal Highness." Complimentary close: "I have the honor to be, Madam, your most obedient and faithful servant"; or, after "Madam," one may insert, in place of "your," "your Royal Highness's." Superscription: "To Her Royal Highness the Princess A——."

Princess of Wales. See *Princess*.

Prior. The next in rank to an abbot. The title is Reverend.

Prioress. Is entitled to the same titular appellatives as an abbess. See *Abbess*.

Privy Counselor. Salutation and complimentary close, the same as for gentlemen without office; the superscription being "To the Right Honorable A—— B——."

Professor. Usually abbreviated "Prof." Salutation: "Sir," or "Dear Sir," as the case may be. Usage in America favors the use of "Dear Sir" in preference to "Sir," even to strangers. Complimentary close: "Respectfully," "Very truly," and so on, to correspond to the salutation. Superscription: "Prof. A—— B——." When he has other degrees, these may be combined with the above; thus, "Dr. A—— B——, Prof. of C——, D—— College," when he has the degree of M. D., D. D., etc.

Prothonotary, Apostolic. See *Prelate*.

Provost. See *Mayor*.

Punctuation. The points of punctuation needed in addresses—embracing date, salutation, complimentary close, signature, and superscription—are relatively few; namely, the comma, the colon, the period, the dash, and the brace. The punctuation of each one of these is given also in place.

1. *Comma.* This point is used to separate the several items, except the pre-titles and the names; thus, "Colonel A—— B——, (comma) Junior, (comma) 49 (the English almost always put a comma here, Americans very rarely do) Broadway, (comma) New York, (comma) N. Y." A comma *may* stand

between the body of the letter and the complimentary close, and should do so generally when the last sentence is not complete, or ends with "remaining."

2. *Colon.* Is used conventionally after the salutation and after the complimentary close ; thus, "Dear Sir : " "Yours faithfully : " The reason for this length of pause after the salutation is that it separates that part from the body of the letter—separates two general divisions of the letter—and a comma is too brief and hurried. The rhetorical pause falls at this place, and adds time to the point properly written there ; so that, when we read a letter, the comma is not the pause we naturally make at that place. When, however, the letter or note is merely a colloquial sentence of a few words, then a comma is appropriate. But a letter generally consists of several sentences, and sometimes several paragraphs ; and hence there is more deliberation—more time—required than a comma expresses.

3. *Period.* Is used after every abbreviated word and at the end of all the sentences. Illustrative examples of abbreviation are : "Mr." for Mister, "Hon." for Honorable, "Esq." for Esquire, "LL.D." for Legum Doctor—the double L indicating the plural in the same way that "pp." does as the abbreviation of "pages." This point of abbreviation must be used where called for, whether other points fall at the same place or not. Thus, "10 Dec. (period), (comma) 1885 " ; and "Is the Professor also a D. D.

(period) ? ” When the initials of a well-known firm consisting of four or more names are used—as in business is often convenient and well enough in business—it is permissible to omit the commas where they fall with the periods of abbreviation ; as “ S. B. J. & Co.” may be written for “ Smith, Brown, Jones & Co.,” omitting the commas.

4. *Dash.* Is to be used when the name of the party to whose care the letter is sent is inserted just after the name in the superscription ; thus :

“ Hon. A — B —, — (dash)
 Care of Mr. C — D —, — (dash)
 Columbus,
 Ohio.”

Some writers put a colon with Dash after the salutation ; but that is suitable only in elaborate or formal and argumentative communications, when it may be used.

5. *Brace.* Is used to connect and unify the inside address when it is given at the close of the letter ; thus :

A — B —, Esq.,
 Boston,
 Mass. }

It may be a brace proper or a waved line ; as :

Col. C — D —,
 Calvert St.,
 Baltimore,
 Md. }

The use of the brace in this place is to unify the

address and thus separate it from the signature, the P. S., etc.

Queen. The salutation due the Queen—there is but one Queen in the English-speaking world—is “Madam,” or “May it please your Majesty,” or “Most Gracious Sovereign,” or something to that effect. The complimentary close of a letter to her may be, “I have the honor to be, with profound veneration, Madam, your Majesty’s most faithful servant.” The divisions into lines should be gracefully arranged, and every line should begin with a capital, whatever the word be. The superscription: “To the Queen’s Most Excellent (or, Gracious) Majesty.” In conversation, one may say, “Your Majesty” and “Madam.” Relatively little formality hedges the Queen.

Rabbi. In the Jewish Church Rabbi embraces all ordained ministers, and all are addressed as Reverend. See *Clergyman*. The *Moreh Tsedek* or teacher of righteousness, the *Moranu* or teacher, and the *Moreh Moranu* or teacher of teachers, are the Hebrew titles of the clergy of that National Church. —*Westlake*. Rabbi in Hebrew means “my master.”

Reader. In the Jewish Church this is a conductor of services, in rank lower than a Rabbi or teacher. His address is Reverend. See *Reverend* and *Clergyman*.

Rear-Admiral. This is the third officer of our Navy, and he commands a fleet or squadron. See *Admiral*.

Recorder. In this country the title is usually Esquire. See *Mayor* and *Esquire*.

Rector. The address of Rectors does not differ from that of Clergymen in general, though the superscription should indicate the position held: "To the Reverend A—— B——, Rector of C——." See *Clergyman* and *Reverend*.

Registration. Letters and packages can be registered at any post-office on payment of a fee of ten cents, which, with the full postage, must be prepaid with postage-stamps. The name and address of the sender must be indorsed by him on each registered letter or package. Mail-matter may be sent registered to any post-office in the United States, Canada, or in any of the countries of the "Universal Postal Union," and also to certain other foreign countries. See *Postal Union* and *Superscription*.

Religious Orders. See *Orders, Religious*.

Representative in Congress. Salutation: "Sir." Complimentary close: "I have the honor to be, sir, your most obedient servant." Superscription: "Honorable A—— B——, United States Congress, Washington, D. C."; and, when absent from the seat of Government, simply "Hon. A—— B——," etc.

The proper address of the Speaker of the House is—salutation: "Sir," "Mr. Speaker." Complimentary close: "I have the honor to be, Sir, your most obedient servant," etc. Superscription: "To

the Honorable the Speaker of the House of Representatives, Washington, D. C."

The House as a body should be addressed—salutation: "Honorable Sirs," "May it please your Honorable Body." Superscription: "To the Honorable the House of Representatives of the United States in Congress assembled."

In conversation the Representative is addressed as "Mr." if he has no other well-known title, such as "General," "Judge," or something of the kind; and is usually introduced as "The Honorable Mr. A—— B——, of C——."

Return Directions. See *Superscription*.

Reverend. This pre-title, generally abbreviated "Rev.," designates in general a clergyman of any church, and is accorded to all priests below the rank of Very Reverend and those in Priests' or Deacons' orders, Pastors, Rectors, Preachers of all kinds, Vicars, Curates, Priors, Rabbis, Readers, etc., etc. Abbesses and other women at the head of religious houses are entitled to this address. See *Right Reverend*, *Very Reverend*, and *Most Reverend*.

Reverend Doctor. Belongs to a Doctor of Divinity; and is sometimes accorded as a personal courtesy to aged and learned divines that have not received the degree from any institution. Salutation: "Sir," "Reverend Sir," "Reverend Doctor," "Reverend and Dear Sir." Complimentary close: "I have the honor to be, Reverend Sir, your obedient servant." Superscription: "To the Reverend

Dr. A—— B——"; or, though rarely, "To the Reverend A—— B——, D. D."

Right Honorable. A title that belongs to several offices in Great Britain, such as the Lord Chancellor, the Lord Chief-Justice of the Queen's Bench, the Lord Chief-Justice of the Common Pleas, the Lord Chief-Baron of the Exchequer. See *Mayor*.

Right Reverend. Belongs to a Bishop, a Mitered Abbot, a Monsignor, an Apostolic Prothonotary, and a Domestic Prelate; and is usually accorded to an Abbot and an Abbess. Most Reverend is higher, and Very Reverend is lower. The Bishops of the Methodist Episcopal Church, Mr. Westlake states, prefer "Reverend" to "Right Reverend" for themselves.

Right Worshipful. See *Mayor*.

Salutation. This is the greeting at the beginning of a letter—the "Sir," the "Madam," the "My Dear Henry," and the like, with which it is usual to begin a letter.

The place is immediately after the date, and should be one line-space below it, beginning within half an inch of the left margin of the page. Each separate word in it, excepting particles, should begin with a capital.

What the salutation shall be must be determined, of course, by the relation between the writer and the party addressed. Our most formal, private, or unofficial salutations are "Sir" and "Madam." These are almost impersonal, and belong to such parties as

we may wish to accost with civility. In the correspondence from Government offices, in Washington and elsewhere, these are the regular salutations used to persons without official titles, and to many with such titles. In like manner "Sir" is the correct salutation to use in addressing the civil officials of the Government, both general and State, that have no special title inherent in the offices they hold. For official salutations, see the officers respectively in place.

The most formal salutation of "Sir" is the least personal of all. That, with a very slight degree of familiarity, becomes "Dear Sir"; and that, one step farther, warms into "My Dear Sir"; and so the degrees continue. The same with "Madam," its feminine, and the rest. Beyond these is an infinite variety of forms that an infinite variety of relations warrant; such as, "Dear Friend," "My Dear Old Friend," "Friend of Mine," "Friend of Other Days," "Dear Father," "My Dear Son," "Dear Old Boy," "Friend Tom," "Friend Brown," and so on *ad infinitum*.

Between intimate friends, of either sex, when the intimacy is thoroughly understood, the best salutation is the absence of one. One may, and naturally will, begin a letter as he would begin a conversation, and the absence of a salutation is natural and sensible, and therefore appropriate. It is at least infinitely better than a slipshod intimacy that delights in dashing off with "Hal, my Boy," "Well," "Dear

Ancient," and the like—affectations of easy familiarity that are unnatural ; and, whether natural or not, are essentially vulgar. The absence of a salutation has many advantages.

The best rebuke for over-familiarity is over-formality in reply ; but even that is risky. Even a fool, however, is likely to understand it.

Between firms the salutation should be "Gentlemen," with, under special circumstances of rare occurrence, "Dear Sirs" ; and the complimentary close—which must always correspond to the salutation—should be "Yours respectfully," or something equivalent to it.

Sealing-Wax. See *Wax*.

Sacred Heart, Ladies of the. See *Ladies of the Sacred Heart*.

Secretary of Legation. Esquire is the proper titular appellative.

Secretary of State. See *Cabinet Officer*.

Secretary of the Interior. See *Cabinet Officer*.

Secretary of the Navy. See *Cabinet Officer*.

Secretary of the Treasury. See *Cabinet Officer*.

Secretary of War. See *Cabinet Officer*.

Senator. Salutation : "Sir." Complimentary close : "I have the honor to be, Sir, your obedient servant." Superscription : "To the Honorable A—— B——, Senate Chamber," etc. ; or, better, "Senator A—— B——," etc. The President of the Senate should be addressed, "To the Honorable the Presi-

dent of the Senate of the United States"; or, "To the Honorable A—— B——, President of the Senate of the United States." The Senate as a body should be addressed thus—Salutation: "Honorable Sirs"; or, "May it please your Honorable Body" (or the Honorable Senate). Superscription: "To the Honorable the Senate of the United States in Congress assembled."

In conversation the Senator is frequently addressed as "Mr. Senator."

Senior. This post-title should be written, as indeed should all titles, with a capital, whether abbreviated or not. The abbreviation is "Sr." It was formerly "Sen.," and that is still occasionally used. Its place is immediately after the name and before all other post-titles, such as "Esquire." See *Junior*.

Sheriff. In America the usual salutation of this officer is "Sir." Complimentary close: "I beg to remain, respectfully yours"; or, "I have the honor to be," etc. Superscription: "A—— B——, Esq., Sheriff of C—— Co." For some British forms, see *Mayor*.

Signature. This follows the complimentary close, on the next line or space, and should end at the right margin, or very near it. It should be the ordinary signature. The reason for this is that, in cases where the letter fails of delivery from any cause, it may be duly and properly returned by the Dead-Letter Office; and, if the purpose of abbre-

viation or of a *nom de guerre* is to prevent the correspondent or the proper officer from identifying the writer, then ninety-nine times in a hundred it will be wiser not to write the letter at all.

When one is generally spoken to and of by a middle name, it is proper, or at least allowable, to abbreviate the first name and to write in full the familiar middle name; as, "J. *Henry* Smith," when Mr. Smith is commonly known as Henry. Notably is this proper when the middle name is also that of a godfather that is, for any good reason, worthy a special attention. But if Mr. Smith is universally known as *John*, it is sheer affectation of the worst possible taste for him to abbreviate the John and write the Henry in full. The abbreviated first and full middle name is classical, and for that reason especially pleasing to students of the classics. To use it for that reason is pedantic, and pedantry is vulgar. The fledgling pedant seems to fancy that he borrows some of the style of C. Julius Caesar, or of M. Tullius Cicero, or of Q. Horatius Flaccus, when he writes himself "J. Henry Smith," when all his companions know him as John H.

Sir. This vocative and salutation title is a correlative with Mister; and may be used apart from the name, while Mr. must go with the name. We may accost a stranger with "Sir," the vocative title usually closing the sentence; as, "Have we a meeting to-day, sir?" It must, of course, begin with a capital, however used in epistolary form. With

"Sir," as a vocative, contrast "Mister." It is the natural plebeian that accosts a stranger with anything like "Mister, what o'clock is it?"

In letters, Sir is the formal salutation of gentlemen, whether the correspondence be private or official. Government correspondence, being official, is necessarily formal, while the great mass of private correspondence is not. The rigid brevity of the formal "Sir" is being replaced, gradually though slowly, in both fields by "Dear Sir"; and this, eventually, if it ever supersede "Sir," must do so by gradually taking on the meaning that "Sir" now has. When "Sir" is the salutation, the complimentary close should be, "Yours respectfully," or something correspondingly distant. These forms are the ones most frequently used in our Government correspondence, both civil and military. The usage at Washington is followed generally in the Government sub-offices throughout the country, so that it is safe to use "Sir" in all such cases. Many gentlemen of the old school seem to feel that "Dear Sir" is too familiar—too democratic and informal—for their use, even in private correspondence. But the use of a salutation too formal may convey the idea of posing for effect, and the tendency now is decidedly toward the opposite point of informality.

In Great Britain "Dear Sir" is becoming also more general than it was even one generation ago. In America, outside of official correspondence, we rarely encounter "Sir," except where the parties are

at daggers' points. A man's deadly enemy must be saluted as "Sir."

The meaning of this courtly monosyllable is very flexible. "Sir" may be complimentary, conciliatory, supplicating, respectful, cold, distant, remonstrative, repellent, reproachful, encouraging, jocular, patronizing, defiant, belittling, insulting—almost anything.

The epistolary plural of "Sir" is "Gentlemen," and this has its French *Messieurs*—always abbreviated "Messrs."—as a correlative. "Messrs." is restricted in use as "Mr." is, and should rarely if ever be used alone in place of "Gentlemen," and for the same reason that "Mr." is so restricted. It is accordingly incorrect to use "Messrs." as the salutation of a letter, in place of "Gentlemen," or "Dear Sirs." "Messrs." so used is an affectation, and therefore vulgar; unless used through ignorance, and ignorance is essentially vulgar. It is a pre-title, borrowed from the French to do special duty in addresses, and can not be substituted for "Gentlemen" as a vocative title or salutation. "Dear Sirs" stands to "Gentlemen" as "Dear Sir" does to "Sir."

Sir, as a designative of rank, is, of course, not American, but British. It belongs to Baronets and Knights, and is always a prefix to the given name; as, "Sir Peter," "Sir Edward," in oral and colloquial use; and "Sir Peter A——," "Sir Edward T——," in speaking of the individuals in question.

The original meaning of Sir is indicated by its

derivation, from the Latin *senior, elder*. The first form was "Sire," and that has survived in the salutation of kings. See *King*.

Sister of Charity. The forms in addressing a Sister of Charity are the same as those appropriate to spinsters not in orders; but persons bearing professional or church relations to her vary their forms to fit the relations. These forms belong to the training of the convent. In business the address, title, or salutation is "Madam," or "Dear Madam"; some preferring, appropriately enough, "Respected Sisters," or "Respected Ladies," and among Catholics these are the most common forms. When a sisterhood sign "Sisters of Charity" to a letter, the reply should be directed "To the Sisters of Charity," etc., or "Sisters of Charity"; the salutation being "Ladies," or "Respected Ladies," or "Respected Sisters," as above. These points are on the analogy of the other sex. Men associated in firms or otherwise should be saluted as "Gentlemen," "Dear Sirs," and so on; women associated in firms or otherwise receive corresponding salutations. In the signature the "Sister" or "Sisters" is sometimes abbreviated to "Sr." or "Srs."; and when so abbreviated, it is entirely proper to use the same in replying, in both the address and the superscription; but never so in the salutation. See *Mesdames*.

Solicitor. In America, the salutation "Sir" or "Dear Sir"; the complimentary close, some form of "Respectfully yours." The superscription

is "Esquire," a post-title. In England, the same; and there also by courtesy. See *Esquire*.

Space, Left Margin. See *Margin, The Left*.

Speaker of the House. See *Representative*.

Squire. A person that holds the office of Esquire. See *Esquire*.

Stamp, Postage. The proper place for this stamp is at the top of the envelope at the right margin—in the right-hand upper corner—and above the superscription. To put it on any other part of the envelope gives additional trouble to the stamping-clerk; and especially to put it on the back, because that necessitates turning the envelope over. And anything that gives unnecessary trouble is necessarily wrong and generally vulgar.

State. A part of the address on a letter, required by law. See *Address*.

Stationery. See *Envelopes, Ink, Paper, Pens, Wafers, Wax*, etc.

Superscription. This is the outside address—the one usually written on the envelope, and the one for the postmaster and letter-carrier to note. It should be full and clear. It consists of three parts—the name, the title, and the place. The United States postal law requires four points—the name, the post-office, the county, and the State. See *Address*. The first line of the superscription should be very near the middle of the envelope, rather above than below it. This place is important as a matter of taste and convenience, there being need

for the space above for the postage-stamp and the stamp of the postmaster. The end of it should be near the bottom and near the right margin.

On the outside of a letter missive by post the writer should put the superscription and the postage-stamp. Beyond these, on occasion, there may be the address of the sender, either written or printed. If written, it should be in a clear small hand across the left margin. If printed, it should be in the upper left-hand corner; but may be across the end, as when written. The address of the sender thus put on the outside of a letter is tantamount to a request to return it to him in case it fails of delivery in due course. This request is frequently expressed; as, "If not duly delivered, to be returned to A—— B——, etc." (full address). Instead of "duly" one may write "within ten days," or some other number of days. But this request is hardly necessary; for the reason that the law directs the return to the sender in due course at the expiration of one month.

Most business firms print their addresses on the envelope; and all such letters not duly delivered find their way back to the senders.

When a letter is registered, the sender writes his full address across the left margin of the back of the envelope; and this is all that should ever be written on the back. See *Registration*.

Beyond the above, nothing. To write "In haste," "Deliver promptly," "By courtesy," and the

like on a post-letter—addressed apparently to whom it may concern, and it manifestly concerns nobody—are simply vulgar and useless.

It was once necessary to write “To” before the name, in the superscription of all letters; and many in England and a few in America do so still; but, except in very formal letters, it is superfluous; and for that very good reason it is falling into disuse. In all official correspondence, such as “To the Honorable the Secretary of State,” it is proper to prefix it. But he that uses it in private correspondence, in America at least, to-day, runs the risk of being considered over-exact or of the old school. See *To*.

Theoretically, it would be better to reverse the order of the items in the superscription; that is, put first the largest and last the smallest. The item needed by the most distant post-official—the post-master that posts the letter—is the State, when in the States, and the country when it is to go abroad. All that that functionary needs is the State; and succeeding officials will need the descending items. A rational address then would be:

California,

San Diego Co.,

San Diego,

John Smith.

Telegram. This form of epistle needs a date, for record, and a signature; but both salutation and complimentary close are considered superfluous.

The superscription should be full, specific, and clear.

The. This demonstrative appears in such titles as "The Reverend," "The Honorable," etc.; although it is frequently read with the titles, even when not written with them; as is the case with Roman numerals in the titles of sovereigns, when we write "George III," which we always read "George *the* Third." It belongs to both pre-titles and post-titles, as in the examples given.

Title. Is a term of courtesy, rank, or office, added to a name. "A certain man had the name of John (of England); the *title* of King; and the appellation of Lackland."—*Worcester*. Titles, for the convenience of the present uses, may be divided into two classes—Pre-titles, such as "Mr.," "Rev.," "Dr.," etc.; and Post-titles, such as "Esq.," "M. D.," "Jun.," etc. See *Pre-title* and *Post-title*.

It is to be hoped that the time is coming when it will *seem* unnecessary—it *is* unnecessary now—to affix any title to an untitled man's name, in the superscription of his letters. The "Mr." in "Mr. John Smith" is really superfluous now; and the tendency of the age is to eliminate the superfluous everywhere. It is evident that "John Smith"—being quite as easily identified as "Mr. John Smith" is—is all that is necessary; and when the titleless form becomes customary there will be no discourtesy in it. In his day M. Tullius Cicero needed no Dominus to his name; and his valet could dispense with

a title as well as he. Official titles have their use, the chief of which is to distinguish the officer from the unofficial rank ; and these are necessary and therefore desirable.

To. The use of To as the beginning of the superscription is not universal even in formal addresses, and, in America at least, is quite infrequent in private correspondence. In formal correspondence with officials it is always best to use it ; but there is really no use for it in any other cases. The fact that the letter is missive and duly prepared to send, conveys the fact that it is *to* the party whose name is in the superscription. In England it is considered the correct thing to use it, although it is far less common there than it was a generation ago. See *Superscription*.

Universal Postal Union. See *Postal Union*.

Unmailable Matter. This embraces liquids, poisons, explosives, ointments, pastes, fresh fruits, animals, confectionery, articles having an offensive odor ; matter concerning lotteries, relating to so-called gift-concerns, and relating to fraudulent schemes and enterprises offering prizes ; obscene and indecent books, prints, and other articles ; envelopes, postal-cards, or packages on which obscene and indecent addresses or messages appear ; and in general anything liable to injure the mails or the persons of those handling them.

Venerable. The pre-title of an Archdeacon, in the Roman Catholic Church. See *Archdeacon*.

Very Reverend. A title given to all church dignitaries below Patriarchs, Archbishops, Bishops, Abbots, and Prelates (except Archdeacons, who are Venerable), down to the class entitled to simple Reverend. The intermediate dignitaries are—Roman Monsignors (other than the Apostolic Prothonotaries and Domestic Prelates), Administrators of vacant dioceses, Vicar-Generals, Provosts, Archdeacons (on occasion), Canons, Deans, Heads of Orders, Provincials of Orders, Priors of Separate Priories, and Chancellors. These are addressed as “Very Reverend”; and this title is by courtesy given also to Priors of Monasteries over which Abbots preside, Rectors and Superiors of Religious Houses, Presidents of Catholic Colleges and other high institutions of learning.

Vicar-General. A Roman Catholic dignitary whose title is Very Reverend. Salutation: “Very Reverend Sir.” Complimentary close: “I have the honor to be, Very Reverend Sir, your obedient servant.” Superscription: “Very Reverend A——B——, Vicar-General of C——,” etc.

Vice-Admiral. The second officer in the United States Navy, commanding a fleet or fleets less than the whole Navy. See *Admiral*.

Vice-Chancellor. A British office. Salutation: “Sir.” Complimentary close: “I have the honor to be, Sir, your most obedient servant.” Superscription: “To Sir A——B——, Her Majesty’s Vice-Chancellor,” etc.

Vice-President. The second officer of the United States ranks socially with the Chief-Justice of the Supreme Court. Officially, he is addressed in epistolary salutation as "Sir," "Mr. Vice-President," or the like. Complimentary close: "I have the honor to be, very respectfully, your obedient servant." Superscription: "To the Honorable the Vice-President of the United States," "To the Honorable A—— B——, Vice-President of the United States." The Chief-Justice is addressed the same: "To the Honorable the Chief-Justice of the United States," "To the Honorable C—— D——, Chief-Justice of the United States."

In conversation they are frequently addressed as "Mr. Vice-President," and "Mr. Chief-Justice."

Viscount. Salutation: "My Lord." Complimentary close: "I have the honor to be your Lordship's most obedient servant," or some corresponding form. Superscription: "To the Right Honorable the Lord Viscount A——." The Viscount ranks in general with a Baron.

Viscountess. Salutation: "My Lady." Complimentary close: "I have the honor to be your Ladyship's faithful and obedient servant." Superscription: "To the Right Honorable the Viscountess A——."

Wafers. See *Wax*.

Wax. Many years ago sealing-wax was indispensable in almost all correspondence, with the wafer or without it; and wafers did service in less

formal correspondence for a long time alone. A hundred years ago the wax was a measure of tone ; and a letter without wax and a seal of some sort was a slovenly sort of thing in decent society. Wax is now confined chiefly to courtly correspondence, and express parcels containing valuables for security. Money parcels sent by express, and most foreign dispatches, are sealed with wax. Many fastidious persons, however, mainly those that rejoice in being of the old school, still use it with scrupulous care in all formal letters and even in notes. It is much more used in Great Britain than in America. Gummed envelopes carry probably nine tenths of the letters of to-day, the world over. Wax, sand, the wafer, and the folded letter without envelope passed long ago into comparative obsolescence ; but quite recently wax has leaped into a feverish popularity in America. In societal correspondence it may hold its place ; but the inconvenience that half a century ago banished it from the post will no doubt limit its general use to-day.

Worshipful. See *Mayor*.

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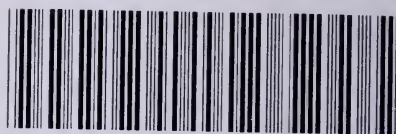
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